

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

INSTRUCTIONS PERTAINING TO COTTON MARKETING
QUOTAS FOR 1939

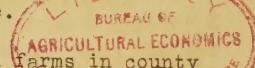
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Part I. DETERMINING 1939 FARM COTTON ACREAGE ALLOTMENTS
AND NORMAL YIELDS

Section 1. Eligibility. A cotton acreage allotment and normal yield per acre will be determined for each farm on which cotton was planted during any of the years 1936, 1937, or 1938 and also for farms on which cotton will be produced in 1939 for the first time since 1935 or earlier. Cotton acreage allotments and normal yields will be determined for farms as most recently constituted in 1938 or as reconstituted in 1939 prior to the planting of cotton in 1939 on any part of the farm but not later than April 1, 1939.

Sec. 2. Rule of fractions. All cotton acreages on Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields", should be expressed to the nearest tenth of an acre. In rounding fractional acreages to the nearest tenth of an acre, five-hundredths of an acre or less should be dropped and more than five-hundredths should be considered a whole tenth. However, if any State office approves the rounding of final 1939 cotton acreage allotments of more than ten acres to the nearest whole acre, such may be done by dropping less than five tenths and counting five tenths or more a whole acre. All acreages entered in columns 5 and 6 should be shown to the nearest whole acre.

Sec. 3. Assembling and recording data for individual farms in county offices. All acreage data to be listed on Form ACP-84 will be obtained from Form ACP-58, "Listing Sheet for Farm Cotton Acreage Allotments and Yields 1938 Agricultural Conservation Program", and from the Cotton Data Sheet. The acreage planted to cotton on the farm in 1938 should be obtained from Form ECR-219, "Summary of Supervisor's Farm Report", and should be entered and circled on the Cotton Data Sheet in column F immediately under the space for the 1937 planted and diverted acreage (enter zero if no cotton was planted in 1938). In determining the 1938 actual acreage of cotton for each farm the County Committee should take into consideration any acreage of cotton which was seeded in 1938 but which failed to reach the stage of growth at which bolls are first formed because of being seriously damaged or destroyed by flood, drought, hail, insects, or other uncontrollable natural cause. No figure will be used for diverted acreage in 1938. The most recent cropland figure (less that acreage included in such figure which is planted to forest trees or is in permanent pasture and plus the interplanted acreage in commercial orchards in 1938) should be entered and circled immediately under column G. The usual tobacco acreage established for the farm in 1938 should be entered and circled immediately under column H. For commercial wheat farms enter and circle 128% of the 1939 wheat allotment immediately under column I. For non-commercial wheat farms the usual acreage of wheat grown for market or fed to livestock for market should be entered immediately under column I; this entry should be reviewed by the County Committee in light of the entry in column I, the usual wheat acreage, if any, established for the farm for 1939, and the home consumption of wheat on the farm. The sum of the circled entries immediately under columns II and I should



RECOMMENDATION FOR THE FARMER TO OBTAIN CERTAIN RECORDS
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COTTON DATA SHEET

be obtained and entered and circled immediately under column J. The circled entry under column G minus the circled entry under column J should be entered and circled under column K.

The total production of cotton on the farm in 1938 should be entered and circled in column C of the Cotton Data Sheet, immediately under the space for 1937 data. Such figure should be divided by the 1938 acreage of cotton and the resulting yield per acre should be entered and circled in column D immediately under the space for 1937 data. The total production of cotton for the farm as most recently constituted in 1938 should be obtained from Cotton 251 or from Cotton 254, whichever is applicable to the farm.

If the farm as most recently constituted in 1938 is not identical with the land for which acreage and yield data are entered on the Cotton Data Sheet for any of the years 1934-1937, the symbols "S" for split and "C" for combination should be entered in column D for such year or years. For example, if the land in the farm in 1938 is more than the land for which data are recorded on the Cotton Data Sheet for 1934, the letter "S" should be entered in column D for 1934; or if the land in the farm in 1938 is less than the land for which data are recorded on the Cotton Data Sheet for 1934, the letter "C" should be entered in column D for 1934.

Data for each of the five years 1934-1938 should be entered in columns B through F of the Cotton Data Sheet. Zero should be entered in any column for any year for which there are no data. The total production for the five years (sum of entries in column C for 1934-1938) should be obtained and circled in red below column C. The total acreage planted in 1934-1938 (sum of entries in column B for 1934-1937 plus the 1938 planted acreage as shown under column F) should be obtained and circled in red below column B. The weighted average yield per acre should be obtained (entry circled in red under column C divided by entry circled in red under column B) and circled in red under column D of the Cotton Data Sheet.

The normal yield for the farm will be the average yield for the five years 1934-1938 where reliable records of the actual yield per acre for all five years are presented by the farmer or are available to the Committee, except as provided below and in section 6 of this Part I. Reliable records include gin tickets and sale receipts for all five years 1934-1938, or for the year 1938 records on Cotton 251 or Cotton 254 where the data on such forms are correct, and also a record of the measured planted acreage for all five years. Such records must represent cotton produced only on the farm, as most recently constituted in 1938 or 1939, for which the 1939 cotton acreage allotment is established. For such farms, no downward adjustments will be made in the normal yield per acre except for abnormal weather conditions. Such downward adjustments will be limited to the percent by which the normal yield for the county is below the actual yield for the county during the period 1934-1938 (these percentages will be furnished at the time the normal county yield is furnished for use in 1939). The words "Reliable records" should be written on the Cotton Data Sheet for each farm for which reliable records are submitted for all five years.

The County Committee should enter and circle in red below column D of the Cotton Data Sheet for each 1-C farm the appraised normal yield per acre which could reasonably be expected for the farm.

Only one copy of Form ACP-84 will be prepared and all entries should be made with a hard lead pencil. Data for farms will be tabulated in three separate groups; namely, (1) group 1-A, which will include all farms on which the highest cotton acreage (including diverted acres for 1936 and 1937) during the years 1936, 1937, and 1938 was 5.0 acres or more; (2) group 1-B, which will include all farms on which the highest cotton acreage (including diverted acres for 1936 and 1937) during the years 1936, 1937, and 1938 was less than 5.0 acres; and (3) group 1-C, which will include all farms on which cotton will be produced in 1939 for the first time since 1935 or earlier. Farms which were classified in group 1-C in 1938 and on which cotton was planted in such year will be included in either group 1-B or 1-A in 1939, and the Cotton Data Sheets which were executed for such farms will be prominently marked "1-B for 1939" if the acreage planted to cotton in 1938 was less than 5 acres, or "1-A for 1939" if the acreage planted to cotton in 1938 was 5 acres or more. Farms which were classified in group 1-A or 1-B in 1938 but on which cotton has not been planted since 1935 will not be included in group 1-B or group 1-A for 1939; such farms will be classified in group 1-C in 1939 if cotton is planted on such farm in such year, and the Cotton Data Sheets for such farms will be prominently marked "1-C for 1939".

Farms in each group should be listed on Form ACP-84 in numerical order of the 1938 serial numbers for such farms as follows:

A. TABULATION OF ACREAGE DATA FOR FARMS IN GROUP 1-B

Data for group 1-B farms should be tabulated first. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county 1/ and State, and the group symbol (1). Columns 1 through 7 and column 15 should be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 serial number	Column 1, Form ACP-58
2. 1939 serial number	Leave blank until change, if any, in serial number is made
3. Name of 1938 operator	Column 3 or 4, whichever is applicable, Form ACP-58
4. Name of 1939 operator	Enter as soon as available, if different from 1938 operator

1/ The word "county" as used herein means county or administrative area, if any.

5. Tilled acreage	Circled entry immediately under column G, Cotton Data Sheet
6. Tilled acreage adjusted	Circled entry immediately under column K, Cotton Data Sheet
7. Highest cotton acreage (actual plus diverted)	The largest of the entries in column F on the Cotton Data Sheet for 1936, 1937, and 1938 (the 1938 planted acreage will have been entered and circled immediately under column F of the Cotton Data Sheet)
15(b). One half 1937 planted plus diverted acreage	One-half of the acreage in column 20, Form ACP-58. Enter an (x) mark in column 15(a) if diversion <u>was</u> made in 1937 as indicated by a smaller entry in column 19 than in column 20 on Form ACP-58. The total of column 15(b) for farms included in the group 1-A tabulation added to the total of column 15(b) for farms included in the group 1-B tabulation should not exceed the larger of (a) one-half of the official 1937 planted acreage plus the most recent 1937 diverted acreage for the county or (b) one-half of the acreage permitted for the county for column 20 in 1937. If necessary, adjustments may be made by lining through the entries in column 15(b) which are to be adjusted and entering the revised figures immediately above the respective lined-through figures

All other columns should be left blank on Form ACP-84 for farms in group 1-B. The acreage entered in column 7 should be checked to make certain that each is less than 5 acres, after which columns 6 and 7 should be summarized and the totals entered in items 6(b) and 2, respectively, page 1 of the tabulation at the top of Form ACP-84. The number of group 1-B farms tabulated should be counted and the total number of such farms for each page entered in column 1 in the space provided at the bottom of such column. The total number of group 1-B farms for the county should be entered on the last page of the group 1-B tabulation in the space provided at the bottom of such column.

B. TABULATION OF ACREAGE DATA FOR FARMS IN GROUP 1-A

After data for farms in group 1-B have been tabulated, data for all group 1-A farms should be tabulated. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (1-A). The total county acreage allotment will be furnished by the State office and when received should be entered in item 1 at the top of Form ACP-84 on the first page of the group 1-A tabulation. The acreages to be entered on page 1 of the group 1-A tabulation in items 2 and 6(b) will be obtained from items 2 and 6(b), respectively, page 1 of the tabulation for farms in group 1-B. Enter in item 3 the acreage determined by deducting item 2 from item 1, except that if item 2 exceeds item 1 no entry should be made in item 3.

Data for farms in group 1-A will be tabulated on Forms ACP-84 in accordance with the following instructions:

Column number and heading	:	Source of information
1. 1938 serial number		Column 1, Form ACP-58
2. 1939 serial number		Leave blank until change, if any, in serial number is made
3. Name of 1938 operator		Column 3 or 4, Form ACP-58, whichever is applicable
4. Name of 1939 operator		Enter as soon as available, if different from 1938 operator
5. Tilled acreage		Circled entry immediately under Column G, Cotton Data Sheet
6. Tilled acreage adjusted		Circled entry immediately under column K of Cotton Data Sheet
7. Highest cotton acreage (actual plus diverted)		The largest of the entries in column F on the Cotton Data Sheet for 1936, 1937, and 1938 (the 1938 planted acreage will have been entered and circled immediately under column F of the Cotton Data Sheet)
15(b). One-half 1937 planted plus diverted acreage		One-half of the acreage in column 20, Form ACP-58. Enter an (x) mark in column 15(a) if diversion was made in 1937 as indicated by

a smaller entry in column 19 than in column 20 on Form ACP-58. The total of column 15(b) for farms included in the group 1-A tabulation added to the total of column 15(b) for farms included in the group 1-B tabulation should not exceed the larger of (a) one-half of the official 1937 planted acreage plus the most recent 1937 diverted acreage for the county or (b) one-half of the acreage permitted for the county for column 20 of ACP-58 in 1937. If necessary, adjustments may be made by lining through the entries in column 15(b) which are to be adjusted and entering revised figures immediately above the respective lined-through figures

The number of farms in group 1-A tabulated on ACP-84 should be counted and the total number of such farms for each page entered in column 1 in the space provided in such column and the total for the county entered on the last page in column 1 in the space provided.

C. DETERMINING THE AMOUNT OF RESERVE WHICH MAY BE
ALLOTTED FARMS IN GROUP 1-A WHICH OTHERWISE
WOULD RECEIVE ALLOTMENTS OF 5 TO 15 ACRES

The Agricultural Adjustment Act of 1938, as amended, provides that not more than 3 percent of the county allotment (after certain deductions) shall be allotted to farms in group 1-A which otherwise would receive allotments of not more than 15 acres. In order for the County Committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in group 1-A shall be deducted from item 3 on the first page of the tabulation for group 1-A farms and the remainder multiplied by .03. The result should be entered in item 4 on the first page of the tabulation. For example, if item 1 (the total county acreage allotment) is 30,000 acres and item 2 (the total of column 7 for group 1-B farms) is 1,000 acres, item 3 would be 29,000 acres. If there are 2,000 farms listed in group 1-A, the maximum reserve would be 570 acres or 3 percent of 19,000. ($30,000 - 1,000 = 29,000$. $29,000 - [5 \times 2,000] = 19,000$. $19,000 \times .03 = 570$.)

In recommending a reserve for all 5-to-15-acre farms the County Committee should take into consideration the number of such farms as well as the relationship of the actual plus diverted acres to the probable allotment based on tilled acres for these farms. The reserve recommended by the County Committee should not be less than 20 percent nor more than 80 percent of item 4 and will be entered in item 5 as the recommended reserve for 5-to-15-acre farms.

As soon as the tabulations for both group 1-A and 1-B farms have been completed they should be transmitted to the State office, together with Forms ACP-58 and the Cotton Data Sheets for the farms included in such tabulations.

D. TABULATION OF ACREAGE DATA FOR FARMS IN GROUP 1-C

The tabulation of data for farms in this group will not begin before January 1, 1939. The operators of such farms should advise the County Committee not later than February 15, 1939, that cotton will be produced thereon in such year for the first time since 1935 or earlier.

If a work sheet, Form ECR-1 or Form ECR-1 (Revised), was not obtained under the Agricultural Conservation Program for such a farm, a work sheet should be obtained. A Cotton Data Sheet marked "1-C for 1939" should be executed for such farm and the 1939 intended cotton acreage will be entered on the Cotton Data Sheet in the space provided for the 1938 intended cotton acreage after lining through "1938" and entering "1939" immediately above.

Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (1-C). Forms ACP-84 should be filled out in accordance with the following instructions:

Column number and heading	:	Source of information
1. 1938 serial number		Form ECR-206, 1938 Listing Sheet - Agricultural Conservation Program (or work sheet serial number)
2. 1939 serial number		Leave blank until a change, if any, is made
3. Name of 1938 operator		Form ECR-206 (or work sheet)
4. Name of 1939 operator		Obtain from the operator
5. Tilled acreage		Column G, Cotton Data Sheet
6. Tilled acreage adjusted		Column K of Cotton Data Sheet
7. Intended 1939 acreage		Cotton Data Sheet
8. Adjusted tilled acreage times first factor or county cotton radio		Leave blank
9(b). Recommended 1939 acreage		

9(b). Recommended 1939 acreage allotment 1/	As recommended by the <u>Community Committee</u> but not in excess of column 7
10(b). Recommended 1939 acreage allotment 1/	As recommended by the <u>County Committee</u> but not in excess of column 7

1/ Column heading on each page of the group 1-C tabulation should be changed to read "Recommended 1939 acreage allotment".

In recommending a cotton acreage allotment for farms in group 1-C, community and county committees should take into consideration the land, labor, and equipment available for the production of cotton; crop rotation practices; the soil and other physical factors affecting the production of cotton; and the cotton acreage allotments established for those farms in groups 1-A and 1-B that are similar with respect to the above factors. The committees should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which it finds the farm is capable of growing in 1939. The acreage on the farm suitable for growing cotton which is being tilled, or has been tilled in the previous year, will reflect the several factors to be taken into consideration and will provide a basis for determining the farm's capacity for cotton production. In determining the acreage of tilled land for group 1-C farms, the County Committee should include any acreage planted to crops in the fall of 1938 and which was not classified as tilled acreage on the report of performance.

The tabulation for farms in group 1-C and the Cotton Data Sheets for such farms should be transmitted to the State office as soon as such tabulation is completed.

Sec. 4. State office procedure for checking Forms ACP-84 and for determining final cotton acreage allotments. When the listing sheets, Forms ACP-84 and ACP-58, and the applicable Cotton Data Sheets are received in the State office, all the basic data necessary for determining 1939 cotton acreage allotments will have been entered on Form ACP-84. Forms ACP-84 should be checked in the State office as indicated below, and in the event an error is found the incorrect entry should be lined through and the correct entry inserted immediately above the lined-through figure.

A. CHECKING COTTON DATA SHEETS

The entries on the Cotton Data Sheet in and immediately under column F for the years 1936, 1937, and 1938 should be examined to determine that the farms have been classified in the proper groups, 1-A, 1-B, or 1-C, for 1939. The circled entry under column K should be verified. In the case of group 1-C farms, the intended 1939 cotton acreage and the symbol "1-C for 1939" should have been entered on the Cotton Data Sheet.

B. CHECKING FORMS ACP-58

The Forms ACP-58 should be checked generally with a view to determining that all Cotton Data Sheets have been submitted. The total of the entries in column 20 should be determined. Where pro rata reduction of the 1937 planted acreage of 1937 non-participants under the Agricultural Conservation Program was made in 1938, the total acreage permitted for column 20 in 1937 will be less than the total of column 20.

The State office shall determine that all data on Form ACP-84 have been entered correctly, and that the maximum reserve for 5-to-15-acre farms has been determined correctly. The persons who review the Forms ACP-84 to determine that the data entered thereon in the county office are correct should sign and enter the date of signature on each Form ACP-84 in the spaces provided in the upper right corner before the Forms ACP-84 are transmitted to the State office. All other summarizations and computations in connection with the 1939 cotton acreage allotments (except for county office entries with respect to 5-to-15-acre farms) will be made in and checked by the State office. The persons making the computations and the persons checking the computations should sign and enter the date of signature on each Form ACP-84 in the respective spaces provided in the upper right corner.

The Cotton Data Sheets and Forms ACP-58 should be returned to the county office as soon as the entries thereon have been checked with the entries on Forms ACP-84.

After allotments for both groups 1-A and 1-B farms have been finally determined, the tabulations for both groups should be transmitted to the county office. County committeemen should be instructed to indicate their approval of the final allotments by entering their signatures and the date in the space provided on Form ACP-84 on each page of the tabulations before releasing the allotments to producers.

C. ALLOTMENTS FOR GROUP 1-B FARMS

The State office should determine that each acreage in column 7 is less than 5.0 acres, that the totals of columns 6 and 7 are correct, and that items 2 and 6(b) are correct. If item 3 on the first page of the tabulation for group 1-A farms is equal to, or greater than, the number of group 1-A farms times 5.0 acres, the entry in column 7 will be the final cotton acreage allotment for each group 1-B farm. If item 3 is less than the number of group 1-A farms times 5.0 acres, and the 4 percent State reserve is not sufficient to meet the requirements of Section 344 g(1) of the Agricultural Adjustment Act of 1938, as amended (hereinafter referred to as the Act), for all counties in the State, final acreage allotments should be determined in accordance with section 5, subsection A(1), hereof. If the 4 percent State reserve is sufficient for g(1) but is not sufficient to meet the requirements of Section 344 g(1) and g(2) of the Act for all counties in the State, allotments will be computed in accordance with section 5, subsection A(2), hereof.

D. ALLOTMENTS FOR GROUP 1-A FARMS

After county office entries on Form ACP-84 have been checked, columns 5, 6, 7, and 15(b) should be summarized and the total of column 6 for all pages of ACP-84 should be entered on the first page of the tabulation in item 6(a) at the top of Form ACP-84. The entries in items 2 and 6(b) should be checked with the entries in these items on the first page of the tabulation for farms in group 1-B. Item 3 should then be checked by subtracting item 2 from item 1. Item 4 should be checked by multiplying by .03 the amount of item 3 after deducting an acreage determined by multiplying 5.0 acres by the number of farms in group 1-A. Item 5 should be checked to determine that it is not less than 20 percent nor more than 80 percent of item 4. Enter in item 7 the sum of items 6(a) and 6(b).

(1) Procedure for determining the preliminary tilled acreage factors:

- (a) Determination of the county cotton ratio. The reserve recommended by the County Committee for 5-to-15-acre farms (item 5) shall be subtracted from the county allotment (item 1) and the result divided by the tilled acreage adjusted for both group 1-A and 1-B farms (item 7). The decimal fraction (county cotton ratio) resulting shall be carried at least four places beyond the decimal point and entered in item 8 on the first page of the tabulation.
- (b) Determination of the first factor. The reserve recommended by the County Committee for 5-to-15-acre farms (item 5) plus the allotment to farms in group 1-B (item 2) shall be subtracted from the county allotment (item 1) and the result divided by the tilled acreage adjusted for group 1-A farms (item 6(a)). The decimal fraction (first factor) resulting shall be carried at least four places beyond the decimal point and entered in item 9 on the first page of the tabulation.

(2) Determining the first indicated allotment for farms in group 1-A:

The larger of (a) the county cotton ratio (item 8) or (b) the first factor (item 9) shall be entered in the heading of column 8 and shall be applied to the tilled acreage adjusted, column 6, for each farm in group 1-A and the result entered in column 8. The factor entered in the heading of column 8 shall also be applied to each page total of column 6 and the result entered in the box below column 8 on that page. The page total of column 8 shall be compared with the entry in the box below column 8 and if the difference between these two entries is more than 2 or 3 acres the computation of the entries in column 8 and the page total of column 8 should be rechecked.

(3) Classification of allotments in columns 9(b) and 10(b):

There will be only one acreage entered in each line in columns 9(b) and 10(b). For example, if an acreage is entered in line 2, column 9(b), no entry will be made in column 10(b) in that line. The entry in column 7 in each line shall be compared with the entry in column 8 in that line and one of these entries (or 5.0) transferred to either column 9(b) or 10(b) in accordance with the following instructions:

Column number and heading :	Source of information
9(b). 5-acre minimum and limited by actual plus diverted acreage	If the entry in column 8 is less than 5.0, enter 5.0 in column 9(b). If the entry in column 7 is smaller than the entry in column 8, transfer the entry in column 7 to column 9(b). For example, if the entry in column 7 is 12.0 and the entry in column 8 is 14.0, enter 12.0 in column 9(b)
10(b). Limited by tilled acreage	If the entry in column 8 is smaller than the entry in column 7 (but not less than 5.0 acres), transfer the entry in column 8 to column 10(b). For example, if the entry in column 8 is 22.0 and the entry in column 7 is 39.0, enter 22.0 in column 10(b)

Columns 6 through 10 should be summarized and the page totals entered in the spaces provided. A county summary should be made of each of the columns 5 through 10 by entering the totals of every page on a Form ACP-84 with the words "County Summary" entered in the space provided for the group symbol. The page numbers should be entered in column 1 and the number of farms listed on each page entered in column 2.

(4) Determination of preliminary second factor:

It will be necessary for the State office to compute a preliminary second factor for each county. The preliminary second factor shall be determined as follows: The total of column 10(b) shall be divided by the factor entered in the heading of column 8 and the result (tilled acreage adjusted for farms for which there is an entry in column 10(b)) thus obtained divided into item 3 minus the sum of (a) the reserve recommended by the County Committee for 5-to-15-acre farms (item 5),

and (b) the total of column 9(b). The resulting decimal fraction (preliminary second factor) should be carried at least four places beyond the decimal point and should be entered in item 10.

If the amount of the 4 percent State reserve available is not sufficient to make full allotments pursuant to Section 344 (g) (1) and (2) of the Act, subsections D (5) and D (6) of this section 4 shall be disregarded for counties for which (a) the county cotton ratio is entered in the heading of column 8 and is in excess of the preliminary second factor and (b) the county cotton ratio would be entered in the heading of column 11, in accordance with the instructions in paragraphs (c) and (d) of subsection D (5) of this section 4. A final second factor for such counties will be determined in accordance with section 5, subsection A (1) or A (2); whichever is applicable.

(5) Determination of final second factor:

It will be necessary to determine a final second factor if (1) the preliminary second factor exceeds 100.5 percent of the factor entered in the heading of column 8 or (2) both the preliminary second factor and the county cotton ratio are less than 99.5 percent of the factor entered in the heading of column 8, except that item 5 may be adjusted up to 20 percent and the factor entered in the heading of column 8 used as the final factor.

(a) If the preliminary second factor is 100.6 percent to 110.0 percent, inclusive, of the factor entered in the heading of column 8, it will be the final second factor and will be entered in the heading of column 11.

(b) If the preliminary second factor is more than 110.0 percent of the factor entered in the heading of column 8, a final second factor shall be determined as follows:

- (i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 8. (Carry out one place beyond the decimal point.)
- (ii) The percentage obtained under (1) should be applied to each entry in column 10(b) and the amount, if any, by which the result exceeds the entry in column 7 should be entered in column 10(a).
- (iii) The percentage obtained under (i) should be divided into 5.0 to obtain the acreage breaking point for farms for which the allotment will be at least 5.0 acres when the second factor is applied.
- (iv) Multiply each entry in column 8 which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in

column 9(a) the amount by which the result exceeds 5.0 acres.

- (v) From the sum of (1) item 3 and (2) the total of column 10(a) subtract the sum of (1) item 5, (2) the total of column 9(a), and (3) the total of column 9(b).
- (vi) Divide the amount obtained under (v) by the tilled acreage adjusted used in computing the preliminary second factor (tilled acreage adjusted for farms for which there is an entry in column 10(b)). The decimal fraction resulting will be the final second factor and should be carried at least four places beyond the decimal point and entered in the heading of column 11.

(c) If both the preliminary second factor and the county cotton ratio are less than 99.5 percent of the entry in the heading of column 8, the larger of the county cotton ratio or the preliminary second factor will be the final second factor and will be entered in the heading of column 11 (except as provided in (d) below).

(d) If the preliminary second factor is less than 90.0 percent of the factor entered in the heading of column 8 and is greater than the county cotton ratio (item 8, Form ACP-84), a final second factor shall be determined as follows:

- (i) Determine the percentage which the preliminary second factor is of the factor entered in the heading of column 8. (Carry out one place beyond the decimal point.)
- (ii) The percentage obtained under (i) should be applied to the entry in column 8 for each farm with an entry in column 9(b) and the amount, if any, by which the result or 5.0 acres, whichever is greater, is less than the entry in column 9(b) should be entered in column 9(a).
- (iii) The percentage obtained under (i) should be divided into 5.0 to obtain the acreage breaking point for farms for which the indicated allotment will be less than 5.0 acres when the second factor is applied.
- (iv) Multiply each entry in column 10(b) which is between the figure obtained under (iii) and 5.0 acres by the percentage obtained under (i) and enter in column 10(a) the amount by which the result is less than 5.0 acres.
- (v) From the sum of (1) item 3 and (2) the total of column 9(a) subtract the sum of (1) item 5, (2) the total of column 10(a), and (3) the total of column 9(b).
- (vi) Divide the amount obtained under (v) by the tilled acreage adjusted used in computing the preliminary

second factor (tilled acreage adjusted for farms for which there is an entry in column 10(b)). The decimal fraction resulting will be the final second factor and should be carried at least four places beyond the decimal point and entered in the heading of column 11.

(6) Application of final second factor:

If there is an entry in column 9(a) or 10(b), the factor entered in the heading of column 11 should be applied to the entry in column 6 in that line and the result or the entry in column 7, whichever is smaller, (but not less than 5.0 acres) entered in column 11. For all other lines transfer the entry in column 9(b) to column 11. In all cases, the total of column 11 plus item 5 (adjusted if necessary) must, except where the county cotton ratio is used under paragraph (d) of subsection D (5) above, equal item 3.

If it is not necessary to apply a second factor, the farm acreage allotments indicated by the first factor will be shown in columns 9(b) and 10(b), in which case the respective entry should be transferred to column 12. The total of column 12 must equal the total of columns 9(b) and 10(b). The acreage by which the total of column 12 plus item 5 exceeds item 3 is the acreage apportioned pursuant to Section 344 (g) (1) and (2) of the Act.

(7) County Committee upward adjustment of farms which otherwise would receive allotments of 5 to 15 acres:

After the indicated acreage allotments for all farms have been entered in column 11 or column 12 of Form ACP-84, the State office shall return the tabulation of group 1-A farms to the county office so that the County Committee may distribute the reserve for 5-to-15 acre farms and the reserve, if any, for farms with indicated allotments for 15 acres or more. The State office will instruct the County Committee as follows:

(a) Each farm for which the entry in column 11 or column 12 is less than 15 acres is eligible to receive an additional allotment from the 5-to-15 acre reserve but the total allotment for any such farm cannot exceed the entry in column 7 or 15.0 acres, whichever is smaller. In making these additional allotments the County Committee should enter in column 13(a) that part of the reserve which is to be added to the farm acreage allotment. Such entry should be encircled. The total of such entries in column 13(a) should be obtained and, if it is equal to or slightly less than the approved reserve, the county office will enter in column 13(b) the sum of the entry in column 11 or 12 and the entry in column 13(a).

(b) Reserve for farms with indicated allotments of 15 acres or more (AND GROUP 1-A CASES IN COUNTIES FOR WHICH THE MAXIMUM RESERVE FOR 5-TO-15-ACRE FARMS IS LESS THAN 100 ACRES)

If the county has received an additional allotment from the 4 percent State reserve as determined under paragraph 3, subsection A of section 5 hereof, each farm with an entry in column 11 or 12 of 15 acres or more (OR EACH FARM IN GROUP 1-A IN ANY COUNTY FOR WHICH THE MAXIMUM RESERVE FOR 5-TO-15-ACRE FARMS IS LESS THAN 100 ACRES) is eligible to receive an additional allotment but the total allotment for any such farm cannot exceed the entry in column 7 or 14, whichever is smaller. In making these additional allotments the County Committee should enter in column 13(a) that part of the reserve which is to be added to the indicated farm acreage allotment. Such increases should be made only to farms with indicated allotments which are inadequate and not representative in view of past production of cotton on the farm.

For example, those farms receiving allotments which represent the smallest percent of the average acreage of cotton on the farm in the past should be considered first and other farms thereafter in the order of the inadequacy of the indicated allotments. For example, three farms - A, B, and C - each have an entry in column 7, Form ACP-84, of 50 acres. Farm A has received an indicated allotment of 20 acres; farm B an indicated allotment of 25 acres; and farm C an indicated allotment of 30 acres. Farm A would be entitled to consideration before either farm B or C in distributing the acreage under this paragraph and farm B would be entitled to consideration after farm A but before an additional allotment is made to farm C. Additional allotments under this paragraph should be made only to farms for which the indicated allotment represents an acreage substantially less than that which is considered to be adequate as compared to the usual acreage on the farm.

The total of the entries in column 13(a) (entries not circled) for farms receiving additional allotments from such additional acreage should be obtained, and, if it is equal to or slightly less than the reserve for such farms, the county office will enter in column 13(b) the sum of the entry in column 11 or 12 and the entry in column 13(a).

(8) Determination of 50 percent minimum acreage allotments:

Upon receipt of the tabulation from the county office, after the 5-to-15-acre reserve has been distributed, the State office will execute column 14 as indicated by the heading. The State office will then enter in column 16 the final farm acreage allotment, which will be the larger of

- (a) the entry in column 13(b) 1/, or
- (b) the entry in column 15(b) but not in excess of the entry in column 14.

1/ The allotment under this item (a) is not limited by column 14.

Page totals for all columns should then be obtained and entered on the county summary in order that the total acreage allotments and the amount of acreage allotted from the 4 percent reserve may be properly accounted for.

E. DETERMINATION OF ALLOTMENTS FOR FARMS IN GROUP 1-C

The State office should enter in column 8, Form ACP-84, the result obtained by multiplying the entry in column 6 by the final factor used in determining allotments for group 1-A farms. In counties where the computed allotment to each 1-A farm was five acres or less, the acreage computed for each 1-A farm will be entered for each farm where the entry in 10(b) is 5 acres or more; and if the entry in 10(b) is less than 5 acres, enter the same figure allowed a 1-B farm with the same acreage in such county. Column 16 will be used to enter the indicated farm cotton acreage allotments of less than 5.0 acres and column 17 will be used to enter indicated allotments of 5.0 acres or more. (in counties where the allotment computed for each 1-A farm was 5 acres or less, column 16 will be used for farms where the entry in column 10(b) is less than 5 acres and column 17 for farms where the entry in column 10(b) is 5 acres or more.)

Columns 8, 16, and 17 shall be filled out in accordance with the following instructions:

Column number and heading 1/	:	Source of information
8. Tilled acreage adjusted times final factor		Column 6 times final factor in column 8 or column 11, whichever is applicable, of tabulation for group 1-A farms (except as provided above)
16. Indicated 1939 farm acreage allotments of less than 5.0 acres		If the entry in column 10(b) is less than 5.0 acres, transfer such entry to column 16 (except as provided above)
17. Indicated 1939 farm acreage allotments of 5.0 acres or more.		For farms for which an entry is not made in column 16, transfer the entry in column 8 or 10(b), whichever is smaller.

1/ Column headings on each page of the tabulation should be changed as indicated in this paragraph.

Data for all columns should be summarized by counties for all group 1-C farms in the State before any allotments for such farms are released to counties. The State Committee should review the county totals of the indicated allotments as well as the data for individual

farms. If it is found that the County Committee recommendations in any county have not been made on an equitable basis, as compared with County Committee recommendations in other counties, such committee should be instructed to review its recommendations of acreage allotments for group 1-C farms. After all corrections, if any, have been made a State summary should be prepared. The total of column 16 should be added to the total of column 17 for all group 1-C farms and the result compared with the State reserve for new growers. If such sum is equal to or less than the State reserve for group 1-C farms, Forms ACP-84 for such farms may be returned to the respective counties and the County Committees instructed to notify the operators of their 1939 cotton acreage allotments as shown in column 16 or column 17, whichever is applicable, after they have indicated their approval of such allotments by entering their signatures and the date in the appropriate space on each page of the tabulation.

If the sum of column 16 plus column 17 for the State exceeds the State reserve for group 1-C cotton farms, it will be necessary to adjust the acreage shown in columns 16 and 17 to eliminate the excess. Such adjustments shall be made as follows:

On the State summary of Forms ACP-84 for group 1-C farms enter as item 1 the State reserve for such farms. As item 2 enter the State total of column 16. As item 3 enter the result of item 1 minus item 2. As item 4 enter the acreage derived by multiplying the number of farms for which an entry is shown in column 17 by 5.0 acres. As item 5 enter the result of item 3 minus item 4. In the space to the right of item 1 enter the State total of columns 16 and 17; and to the right of item 3 enter the State total of column 17. Allotments should then be adjusted in accordance with (1) or (2) below, whichever is applicable.

(1) Procedure for States where item 4 is greater than item 3:

If item 4 is greater than item 3, the sum of item 2 plus item 4 should be divided into item 1 (State reserve for group 1-C farms). The resulting ratio should be carried at least three places beyond the decimal point and entered at the top of the listing sheet under the word "Group" and designated as "State Group 1-C Ratio". Such ratio should then be multiplied by the entries in column 16 and the resulting products entered in column 18 on the respective lines. For all other group 1-C farms, enter in column 18 the result obtained by multiplying such ratio by 5.0. The entries in column 18 should then be summarized. The total of column 18 should not exceed the State reserve for new growers as shown in item 1. If the State reserve is not exceeded, the entries in column 18 will be the final acreage allotments for group 1-C farms and the tabulation may be returned to the county office and the County Committees instructed to notify the operators of their 1939 cotton acreage allotment as shown in column 18 after they have indicated their approval of such allotments by entering their signature and the date in the appropriate space on each page of the tabulation.

(2) Procedure for States where item 4 is less than item 3:

If item 4 is less than item 3, subtract the State total of column 17 from item 3 and enter the remainder to the right of item 5. Divide item 5 by the entry to the right of such item. The resulting ratio should be carried at least four places beyond the decimal point and entered at the top of the listing sheet under the word "Group" and designated as "State Group 1-C ratio". Such ratio should then be multiplied by that part of each entry in column 17 that is in excess of 5.0 acres and to the resulting products add 5.0 and enter in column 18 on the respective line.

The entries in column 16 shall be transferred to column 18, and the total of the adjusted acreage allotments, as entered in column 18, must not exceed item 1. The tabulation may then be returned to the county office and the County Committee instructed to notify the operators of their 1939 cotton acreage allotments as shown in column 18 after they have indicated their approval of such allotments by entering their signatures and the date in the appropriate space on each page of the tabulation.

In a State where the allotment computed for a 1-A farm is less than 5 acres and the total of columns 16 and 17 of the State summary is in excess of the State reserve for 1-C farms, the State reserve will be divided by the total of columns 16 and 17 and the percentage thus obtained applied to the entries in columns 16 and 17. The resulting products will be entered in column 18.

F. ACCOUNTING FOR ALL ALLOTMENTS

The State office should keep an accurate record of the county totals of all data in connection with farm cotton acreage allotments. Such data should be entered on the 1939 County Cotton Summary Sheet and on the 1939 County Cotton Analysis Sheet. The 1939 County Cotton Analysis Sheets should be executed in triplicate for group 1-A and group 1-B farms for each county and transmitted to the Washington office when farm allotments are finally approved by the State office. The State office will also keep a tabulation of items 21 through 30, section VII of the 1939 County Cotton Analysis Sheet.

The 1939 County Cotton Analysis Sheet, Supplement 1, for group 1-C farms should be executed and transmitted to the Washington office as soon as allotments are approved for group 1-C farms.

Sec. 5. Miscellaneous.

A. DISTRIBUTION OF THE 4 PERCENT STATE RESERVE

The procedure for establishing allotments as set forth in sections 1 through 4 hereof will be followed in all States where the 4 percent State reserve is sufficient to make full allotments pursuant to

Section 344 (g) (1) and (2) of the Act since allotments determined in accordance with such procedure automatically include allotments provided for in Section 344 (g) (1) and (2). In such States subsections A (1) and (2) of this section 5 shall be disregarded. All or any part of the 4 percent State reserve in excess of the sum of (a) the acreage required to make full allotments pursuant to Section 344 (g) (1) and (2) and (b) an acreage which the State Committee estimates should be withheld as a State reserve for making corrections may be used to increase county allotments pursuant to Section 344 (g) (3) of the Act as provided in subsection A (3) of this section 5. In such States, Form ACP-84 should not be executed beyond column 7 for counties which are eligible to receive increases in the county allotment pursuant to Section 344 (g) (3) until such increases have been determined.

In States in which the 4 percent State reserve is insufficient to make full allotments pursuant to Section 344 (g) (1) and/or (2) final farm acreage allotments for counties to which the instructions contained in subsections D (5) and D (6) of section 4 are not applicable will be determined in accordance with subsection A (1) or A (2), whichever is applicable, of this section 5. Subsection A (3) of this section 5 shall be disregarded in such States.

An acreage not in excess of 4 percent of the State acreage allotment shall be allotted to counties and farms in accordance with Section 344 (g) of the Act. The 4 percent State reserve is to be allotted to counties and farms by allotting, in the order named and insofar as the acreage available will permit, (a) the additional acreage to be allotted pursuant to Section 344 (g) (1); (b) the additional acreage to be allotted pursuant to Section 344 (g) (2); and (c) the additional acreage to be allotted pursuant to Section 344 (g) (3).

(1) Distribution of reserve pursuant to Section 344 (g) (1):

(The procedure outlined below will be used only in the event the 4 percent State reserve does not exceed the acreage required to make full allotments pursuant to Section 344 (g) (1) of the Act.)

Data for all counties in the State not receiving allotments in accordance with the instructions contained in section 4 hereof shall be summarized by crop reporting districts as outlined in Table I.

TABLE I

County	Acreage allotment to 1-B farms (Item 2 Form ACP-84)	Number of 1-A farms (Item 2 times 5.0 acres)	Total (Columns 2 + 3)	County allot- ment (Item 1 Form ACP-84)	Excess acreage required for full exemption (Columns 4 - 5)	Column 6 adjusted to 4 percent State reserve	Percentage factor (Columns 5 + 7 divided by column 4)
	1	2	3	4	5	6	7
Total							

The data necessary to execute Table I should be taken from the source indicated in the heading of each column. Entries in columns 6, 7, and 8 should be made only when the entry in column 4 is in excess of the entry in column 5. After this determination has been made for each county, the total of the entries in column 6 will exceed the 4 percent State reserve if allotments are to be made pursuant to this subsection A (1) and it will be necessary, therefore, to reduce the entries in column 6 pro rata for all counties to the 4 percent State reserve. The resulting acreage should be entered in column 7 as the g-1 allotment for each county and the total of column 7 must equal the 4 percent State reserve.

For each county receiving an apportionment from the 4 percent State reserve a percentage factor will be determined by dividing the sum of the entries in columns 5 and 7 by the entry in column 4 and shall be entered in column 8. Such percentage factor (carried one place beyond the decimal point) shall be applied to the acreage allotment shown in column 7, Form ACP-84, for group 1-B farms and the result entered in column 16 of Form ACP-84 as the final acreage allotment for the farm. The indicated acreage allotment for all group 1-A farms in such counties will be the percentage factor times 5.0 acres and the indicated allotment shall be entered in column 12, Form ACP-84.

Final allotments for farms in these counties will be determined in accordance with subsection D (8) of section 4 hereof and allotments will be accounted for as provided in subsection F, section 4 hereof.

For those counties shown in column 1 for which columns 6, 7, and 8 are not executed because column 4 did not exceed column 5, it will be necessary to compute and apply a final second factor and not use the county cotton ratio. The allotments in column 11 plus item 5 for such counties must not exceed item 3. Final allotments for farms in such

counties will be determined in accordance with subsections D (7) and D (8), section 4, and allotments will be accounted for as provided for in subsection F, section 4, hereof.

(2) Distribution of reserve pursuant to Section 344 (g) (2):

(The procedure outlined below will be used only in the event the acreage remaining in the 4 percent State reserve after making full allotments pursuant to Section 344 (g) (1) of the Act does not exceed the acreage required to make full allotments pursuant to Section 344 (g) (2) of the Act.)

(a) Determination of eligible counties:

If the State reserve is not sufficient to make full allotments, pursuant to Section 344 (g) (1) and (2), it will be necessary to limit the total of such allotments to the available reserve. The available reserve shall be apportioned among eligible counties so that all counties will receive an adjusted second factor which is not less than a minimum percent of the county cotton ratio. The adjusted second factor will be used on a county basis for determining the amount of the 4 percent reserve for the county for g (1) and g (2). As provided hereinafter, where such amount is not sufficient for g(1) for any county the amount will be increased to an amount which equals the g (1) requirement, and each 1-A farm in any such county will be given an indicated allotment of 5 acres. The adjusted second factor for the county shall be determined in accordance with the following procedure:

It will be necessary first to tabulate pertinent data from Forms ACP-84 for all counties not receiving allotments under section 4 in order to determine the counties which are eligible to receive a portion of the 4 percent State reserve pursuant to Section 344 (g) (2). For all counties which would have fallen under paragraphs (c) and (d) of subsection D (5) of section 4, for which the entry in column 11 would be the county cotton ratio, it will be necessary to apply such county cotton ratio in column 11, encircling the entries which are limited by column 7 and which are raised to 5 acres. A revised "Preliminary second factor" should then be computed in a manner similar to that outlined in subsection D (4) of section 4 hereof.

The additional acreage required to make full allotments pursuant to Section 344 (g) (1) and (2) of the Act will be determined by executing the following Table II for all counties which have not received allotments under section 4.

Table II

Column number and heading	:	Source of information
1. County <u>1</u> /		Enter counties not receiving allotments under section 4 hereof
2. Total county allotment		Item 1, ACP-84
3. Indicated allotments for group 1-B farms		Item 2, ACP-84
4. Recommended reserve for 5-to-15-acre farms		Item 5, ACP-84
5. Indicated allotments for group 1-A farms		Column 9 (b) + 10 (b), or column 11, whichever is applicable, Form ACP-84
6. Additional acreage required		Columns 3 plus 4 plus 5 minus column 2
<u>1/</u>	Include (a) all counties for which item 8, ACP-84, has been entered in the heading of column 8 and is in excess of item 10, and (b) counties for which item 8 has been entered in the heading of column 11 as provided above.	

The additional acreage required to make full allotments pursuant to Section 344 (g) (1) and (2) will be the total of column 6.

Data for all counties not receiving allotments under section 4 hereof shall be tabulated by crop reporting districts as outlined in Table III.

Table III

County cotton ratio County (Item 8, ACP-84)	Prelim- inary second factor (Item 10, Form ACP-84)	Ratio relative to Form ACP-84)	County allotment (Column 2 minus 1/	County reserve (Item 1 minus item 5, Form ACP- 84)	Tilled acreage adjusted on farms Form ACP- 84)	Total tilled acreage adjusted on farms represented in column 10(b), or Form ACP- 84 3/	Acreage available for allot- ment to farms re- presented in column 10(b), or Form ACP- 84 11, Form ACP- 84 2/	
1	2	3	4	5	6	7	8	
Total								

- 1/ If column 11 has been executed enter the revised "preliminary second factor".
- 2/ Enter the result obtained by dividing the total of column 10 (b) (or column 11 minus the sum of the encircled entries, whichever is applicable), Form ACP-84, by the entry in column 2.
- 3/ Item 3, Form ACP-84, minus item 5, minus (Column 9 (b) or the encircled entries in column 11, whichever is applicable).

After Table III has been executed, the percentage limit of the county cotton ratios will be determined in Table IV as follows: The reciprocal of the percentage estimated to most nearly approximate the percentage which may be used will be multiplied by the county cotton ratios of counties with an entry in column 4 of Table III above such estimated percentage. The result (adjusted preliminary second factor) will be entered in column 2 of Table IV. This will be applied to the entry in column 7 of Table III for each county listed in Table IV and the result entered in column 3 of Table IV. The entry in column 8 of Table III for each county listed in Table IV will be subtracted from the entry in column 3, Table IV, and the result entered for each county in column 4, Table IV. If the total of column 4, Table IV, is equal to the 4 percent State reserve, the percentage used will be the percentage limit, except that if the entry in column 4, Table IV, is less than the requirements for full allotments under subsection g (1) for any county the amount in column 4 for such county will automatically be changed to the g (1) requirement, and if necessary the percentage limit will be redetermined in columns 5 and 6 of Table IV by excluding the amount required for g (1) for such counties minus the entry in column 4 from counties having the lowest entry in column 4 of Table III.

Table IV

County	Adjusted preliminary second factor (Reciprocal of % limit x county ratio)	2 x column 7, Table III	Column 3 minus column 8, Table III	4	5	6
	1		2			
<u>Total</u>						

Counties for which the entry in column 4, Table III, is less than the percentage limit shall not share in the 4 percent State reserve. For these counties it will be necessary to compute and apply a final second factor and not use the county cotton ratio. In applying the first factor in these counties, the entries in columns 8,9b, and 10b may be lined through and the new entries entered immediately above such entries in such columns. The allotments in column 11 or 12, whichever is applicable, plus item 5 for these counties, must not exceed item 3. Final allotments for farms in these counties will be determined in accordance with subsections D (7) and D (8), section 4, and allotments will be accounted for as provided in subsection F, section 4 hereof.

The adjusted preliminary second factor determined in Table IV, shall be used in lieu of the preliminary second factor in determining a final second factor (for the counties listed on Table IV) in accordance with the following instructions:

- (a) Multiply the entry in the adjusted preliminary second factor by 5.0 acres to obtain the acreage breaking point for entries in column 10(b), or the entries in column 11 which are not encircled, Form ACP-84, for which the allotment will be 5.0 acres or less when the second factor is applied.
- (b) Multiply each entry in column 10(b) (or in column 11, if not circled) which is between the figure obtained under (a) and 5.0 acres by the reciprocal of the percentage limit determined in Table IV, and enter in column 10(a) the amount by which the result is less than 5.0 acres.

(For example, if the percentage limit is 150 percent (1.50), the acreage breaking point determined under (a)

above would be 7.5 acres. The reciprocal of this percentage is .6667 ($1 + 1.50 = .6667$). If the entry in column 10(b), or an entry in column 11 not circled, for a farm is 6.2, enter .9 in column 10(a). $(5 - (6.2 \times .6667) = .9)$

(c) The reciprocal of the percentage limit should be applied to the entries in column 8, Form ACP-84, if there is an entry in column 9(b) (or to the encircled entries in column 11, if executed) in the same line and the amount, if any, by which the result is less than the entry in column 9(b) (but not less than 5.0 acres) should be entered in column 9(a).

(For example, if the entry in column 8 for a farm is 25 and the entry in column 9(b) (or the encircled entry in column 11) is 18 and the reciprocal of the percentage limit is .6667, enter 1.3 in column 9(a). $(18 - (.6667 \times 25) = 1.3)$.

(d) From the sum of (1) item 3 (plus the net additional amount from the 4 percent State reserve) and (2) the total of column 9(a) subtract the sum of (1) item 5, (2) the total of column 9(b) (or the encircled entries in column 11, if executed), and (3) the total of column 10(a).

(e) Divide the amount obtained under (d) by the tilled acreage adjusted used in computing the preliminary second factor (or the revised "preliminary second factor"). The decimal fraction resulting will be the final second factor and should be carried at least four places beyond the decimal point and entered in the heading of column 11 (or column 12 if column 11 has been executed), Form ACP-84.

The final second factor determined as indicated above shall be applied in accordance with the instructions contained in section 4, subsection D (6) hereof, except that column 12 will be used in lieu of column 11 if column 11 has already been executed. If the amount required for g (1) for any county was more than the amount available for such county in Table IV, such county will not have a factor applied, and 5 acres will be entered in column 12 for each 1-A farm. The allotments in column 11 or column 12, whichever is applicable, plus item 5 for such counties must not exceed item 3 plus the entry in column 7, Table V. Final allotments for such counties will be determined in accordance with subsections D (7) and D (8), section 4, and allotments will be accounted for as provided in subsection F, section 4 hereof.

(3) Distribution of reserve pursuant to Section 344 (g) (3):

(The procedure outlined below will be used only in the event the 4 percent State reserve exceeds the acreage required

to make full allotments pursuant to Section 344 (g) (1) and (2) of the Act.)

After allotments have been made in accordance with sub-sections (1) and (2) above, or after the acreage necessary to make such allotments has been estimated from the acreage allotted under Section 344 (g) (1) and (2) of the Act in 1938, 50 percent of the remainder of such reserve, if any, shall be used pursuant to Section 344 (g) (3) to make additional allotments to farms receiving indicated allotments which are determined in accordance with the instructions contained in paragraph 7 (b), subsection D, section 4 hereof, to be inadequate and not representative in view of past production of the farms.

If an estimate is made as to the acreage required under Section 344 (g) (1) and (2) of the Act in 1939, such estimate shall not be less than 115 percent of the acreage used for such purpose in 1938.

Fifty percent of the acreage remaining in the 4 percent State reserve after allotments have been made pursuant to Section 344 (g) (1) and (2) of the Act, LESS THAT PORTION OF SUCH ACREAGE WHICH THE STATE COMMITTEE DETERMINES IS NECESSARY FOR USE IN CORRECTING ERRORS AND FOR PROVIDING ALLOTMENTS FOR FARMS NOT INCLUDED IN THE ORIGINAL TABULATION, shall be allotted (1) to farms receiving an indicated allotment of 15 acres or more in counties in which the final factor for 1939 is less than 40 percent $\frac{1}{2}$, (2) to farms receiving an indicated allotment of 15 acres or more in any county in which the State committee determines that allotments as otherwise determined are inadequate and not representative in view of past production, AND (3) TO ANY FARM FOR WHICH THE ALLOTMENT AS OTHERWISE DETERMINED IS INADEQUATE AND NOT REPRESENTATIVE IN VIEW OF PAST PRODUCTION IN COUNTIES FOR WHICH THE MAXIMUM RESERVE FOR 5-to-15-ACRE FARMS IS LESS THAN 100 ACRES.

The acreage allotted under (1) above for any State shall not be less than 50 percent of the total acreage to be allotted under (1), (2), AND (3) and may include the total of such acreage, except that if in any State the acreage available for allotment under (1), (2), AND (3) above is not more than 5,000 acres and the State Committee determines that the procedure for distributing the acreage under (1) above will not result in equitable allotments the State Committee may determine the procedure to be used in apportioning all of such acreage to counties. The State Committee shall determine the acreage, if any, to be distributed under (2) AND (3) above and the procedure to be used in apportioning such acreage to counties. The acreage to be distributed under (2) AND (3) above shall not exceed 50 percent of the total acreage under (1), (2), AND (3) above except in States where such acreage is 5,000 acres or less.

1/ See footnote on page 27.

The acreage under (1) above shall be allotted to counties receiving final factors for 1939 less than 40 percent 1/ and the amount to be apportioned each county shall be determined in accordance with Table V below.

Table V

Column number and heading	:	Source of information																								
1. County		Enter the name of each county for which the final cotton factor is less than 40 percent 1/																								
2. Estimated final factor	1/																									
3. Weight factor		Enter the applicable percentage as follows: <table><thead><tr><th>Column 2</th><th>Column 3</th></tr></thead><tbody><tr><td>Less than .31</td><td>100%</td></tr><tr><td>.31 - .3199</td><td>90%</td></tr><tr><td>.32 - .3299</td><td>80%</td></tr><tr><td>.33 - .3399</td><td>70%</td></tr><tr><td>.34 - .3499</td><td>60%</td></tr><tr><td>.35 - .3599</td><td>50%</td></tr><tr><td>.36 - .3699</td><td>40%</td></tr><tr><td>.37 - .3799</td><td>30%</td></tr><tr><td>.38 - .3899</td><td>20%</td></tr><tr><td>.39 - .3999</td><td>10%</td></tr><tr><td>.40 - 7 up</td><td>0%</td></tr></tbody></table>	Column 2	Column 3	Less than .31	100%	.31 - .3199	90%	.32 - .3299	80%	.33 - .3399	70%	.34 - .3499	60%	.35 - .3599	50%	.36 - .3699	40%	.37 - .3799	30%	.38 - .3899	20%	.39 - .3999	10%	.40 - 7 up	0%
Column 2	Column 3																									
Less than .31	100%																									
.31 - .3199	90%																									
.32 - .3299	80%																									
.33 - .3399	70%																									
.34 - .3499	60%																									
.35 - .3599	50%																									
.36 - .3699	40%																									
.37 - .3799	30%																									
.38 - .3899	20%																									
.39 - .3999	10%																									
.40 - 7 up	0%																									
4. 1939 county cotton allotment		As furnished by the Washington office																								
5. Extension		Column 3 times column 4																								
6. Additional allotment		Column 5 times ratio (available reserve divided by the total of column 5)																								

1/ The final factor for this purpose only may be estimated from 1938 data if necessary. This estimate may be made by dividing the 1939 county allotment by the 1938 county allotment and multiplying the resulting percentage by the final factor used in 1938. Attention should be given those counties in which a relatively large acreage was allotted to new growers in 1938, since such farms will receive allotments for 1939 from the regular county allotment thus causing a possible decrease in the county factor.

As indicated in the heading of column 3, a weight factor will be determined for each county. For example, if the final factor for a county is .3564 the entry for column 3 would be 50 percent. The factor to be used in obtaining column 6 will be obtained by dividing by the total of column 5 that portion of the acreage under (1) and (2) which is to be allotted in accordance with Table V to counties having factors less than 40 percent.

B. PROCEDURE TO BE FOLLOWED IF ADMINISTRATIVE AREAS ARE TO BE CONSIDERED

(1) Determination of counties in which administrative areas may be designated:

(The procedure outlined below will be used only in the event administrative areas were not established for 1938 pursuant to Section 344 (f) of the Act.)

If State and County Committee men determine that administrative areas may be necessary to prevent discrimination among such areas in additional counties because of different conditions, including types, kinds, and productivity of the soil, after determining such counties, the following method may be used, together with any other available data which will serve as an indication of the need of administrative areas, in finally determining whether administrative areas will be established.

(a) Determination of ratios of 1937 base and 1937 planted acreage to cropland by communities established for 1935 under the Bankhead Act. The tabulation outlined below should be made by counties as indicated by the letter A, B, etc., shown in the reference to a Bankhead application in section VI of the 1937 work sheet. If it is believed that the communities used in connection with the Bankhead Act in 1935 do not divide the county into different areas with respect to soil types and type of farming, then the county office should segregate the 1937 work sheets into areas which are similar with respect to soil types and type of farming. The county office should tabulate the data outlined below for each community.

Column number and heading	:	Source of information
1. 1937 work sheet serial number		1937 work sheet
2. 1937 cropland		Most available source
3. 1937 cotton base acreage		Most available source
4. 1937 planted acreage		Cotton Data Sheet
5. Ratio of 1937 cotton base to 1937 cropland		Column 3 divided by column 2
6. Ratio of 1937 planted acres to cropland		Column 4 divided by column 2

When the above tabulation has been completed, the State office should compute columns 5 and 6 (weighted) for each community or area as the case may be. A comparison of these ratios may indicate that administrative areas are needed, if there is a substantial variation in ratios as between communities or areas of the county. If such ratios do not vary materially for different sections of the county, it is likely that administrative areas should not be set up.

The ratios may be plotted on a county outline map as a further aid in determining the necessity for administrative areas.

. (2) Determination of administrative area boundary lines:

If it is determined that administrative areas are necessary for a county, a soils map and a plat ownership map of the county should be obtained, if available. The boundary line of each administrative area should be outlined by the County Committee on a map of the county with the aid of the community committeemen, or others, as are necessary.

. (3) Determination of cotton acreage allotments for administrative areas:

(This procedure is to be used for determining allotments for administrative areas in all counties, including those counties for which administrative areas were established in 1938.)

When the boundary lines of the administrative areas have been determined, the County Committee should make a separate tabulation for each area showing (a) the 1938 serial number of every cotton farm, (b) the sum of the 1937 planted plus diverted acreage for each farm participating in the 1937 program and the 1937 acreage for each farm that did not participate in the 1937 program. This information will be secured from column 20, Form ACP-58. These data should then be summarized for each area and for the county. The acreage for each area divided by the total of such acreage for the county will be the percentage to be used in apportioning the 1939 county acreage allotment to each administrative area in the county.

Allotments to the farms within each administrative area shall be made by distributing the allotment for each administrative area as provided herein.

Sec. 6. Approval of normal yields. After final acreage allotments have been approved by the State office, the county office should enter the normal yield per acre for each cotton farm in column 21 of Form ACP-84. A check mark should be made beside the yield for any farm for which the normal yield as entered in column 21 was based on reliable records. Such yields may or may not be the entries circled in red on the Cotton Data Sheet under column D for farms for which reliable records were not furnished, depending on the committee's appraisal of normal yields for farms for which reliable records were not furnished. Further, if the actual yield based on reliable records is below that

which the County Committee determines is equitable for the farm, an appraised yield for such farm may be entered in column 21. When the yields for all farms have been entered in column 21, the final acreage allotment for each farm as shown in column 16 (16 or 17 for group 1-C farms) should be multiplied by the yield per acre for the farm and the result entered in column 22. The total of column 22 should be divided by the total of columns 16 and 17 and the weighted average yield per acre thus obtained should be compared with the normal yield per acre for the county. If the weighted average yield per acre does not exceed the normal yield per acre for the county, the entries in column 22 will be the minimum marketing quotas for the farms listed on Form ACP-84.

If the weighted average yield per acre exceeds the normal yield per acre for the county, it will be necessary that adjustments be made on an individual basis for the purpose of conforming to the normal yield per acre for the county. If such adjustments are necessary, the revised yields should be entered in column 23 for yields adjusted, and the yields transferred from column 21 to column 22 for yields not adjusted. If any yield for a farm for which reliable records were furnished is adjusted downwardly, the downward adjustment should not exceed the percentage by which the normal yield for the county is less than the actual yield for the county for the five years 1934-38.

The Forms ACP-84 should then be sent to the State office for checking of the calculations made by the county office and for checking the weighted average yield per acre. After approval of the yields, the Forms ACP-84 will be returned to the county office.

COTTON 308-WR

Issued May 3, 1939.

1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WESTERN DIVISION

INSTRUCTIONS PERTAINING TO COTTON MARKETING
QUOTAS FOR 1939

Part I. DETERMINING 1939 FARM COTTON ACREAGE ALLOTMENTS AND NORMAL YIELDS

Section 1. Farms for which a 1939 cotton acreage allotment will be determined. A cotton acreage allotment will be determined for each farm on which cotton was planted during any of the years 1936, 1937, or 1938 and also for farms on which cotton will be planted in 1939 for the first time since 1935. A cotton acreage allotment shall be established on the basis of each separately owned tract of land as constituted in 1938 which was operated by one person, including field-rented tracts (whether operated by the same or another person), which, together with any other land, constitutes a unit with respect to the rotation of crops. For the purpose of establishing 1939 cotton acreage allotments such tracts of land shall be referred to in this Part I as "farms." Cotton acreage allotments for farms which are reconstituted after the original allotments have been determined but before the planting of cotton in 1939 shall be determined under Sections 5 F and 6 E.

Sec. 2. Long staple cotton. The provisions of this Part I shall not apply to cotton the staple of which is 1 1/2 inches or more in length.

Sec. 3. Tilled acreage and tilled acreage adjusted. A. Tilled acreage. The tilled acreage on each farm eligible to receive a cotton acreage allotment in 1939 shall be the sum of:

- (1) The entry in line 6 of the first column, Section IV, Form WR-210;
- (2) The entry in line 12 of the first column, Section IV, Form WR-210, excluding such land as is not normally devoted to field crops annually or in a regular rotation; and
- (3) The entry in line 13 in the first column, Section V, Form WR-210;

Provided, that in irrigation areas the tilled acreage so determined shall not include any land for which an insufficient supply of water has been developed for the normal production of cotton.



The tilled acreage figure determined in accordance with the above, will be entered immediately below the first column, Section V, Form WR-210.

B. Tilled acreage adjusted. The "tilled acreage adjusted" shall be obtained by subtracting from the tilled acreage determined as provided in subsection A the sum of (1) 128 percent of that portion of the 1939 wheat acreage allotment determined by the county committee to have normally been produced on irrigated land, and (2) the 1938 acreage of rice entered in the first column of Section V, Form WR-210. The tilled acreage adjusted so determined shall be entered below the first column of Section V, Form WR-210, under the tilled acreage figure entered in accordance with subsection A.

Sec. 4. Rule of fractions. All acreages in columns 5, 6, 7, 16, 17 and 18 on Form ACP-84 should be expressed to the nearest whole acre; five-tenths or less should be dropped and more than five-tenths should be considered a whole acre; except that entries of less than 10 acres should be expressed to the nearest tenth of an acre. In rounding fractional acreages to the nearest tenth of an acre, five-hundredths of an acre or less should be dropped and more than five-hundredths should be considered a whole tenth. Yields and production should be expressed to the nearest whole pound; five-tenths or less should be dropped and more than five-tenths should be considered a whole pound.

Sec. 5. Instructions to county offices. All acreage data to be listed on Form ACP-84, "Listing Sheet for 1939 Farm Cotton Acreage Allotments and Yields", will be obtained from ACP-58 (Adapted), "Listing Sheet for Farm Cotton Acreage Allotments and Yields - 1938 Agricultural Conservation Program", and from 1938 Reports of Performance, Forms WR-209 or WR-210.

Only one copy of Form ACP-84 will be prepared. Data for farms will be tabulated in three separate groups; namely, (1) group 1-A, which will include data for all farms on which the highest cotton acreage (including diverted acres) during the years 1936, 1937, and 1938 was 5.0 acres or more; (2) group 1-B, which will include data for all farms on which the highest cotton acreage (including diverted acres) during the years 1936, 1937, and 1938 was less than 5.0 acres; and (3) group C-2, which will include data for all farms on which cotton will be planted in 1939 but on which no cotton was planted in 1936, 1937, or 1938.

The tabulations shall be prepared on Form ACP-84 as follows:

A. TABULATION OF DATA FOR FARMS IN GROUP 1-B

All data for group 1-B farms shall be tabulated first. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county (the word "county" as used herein means county or administrative area, if any) and State, and the group symbol (1-B).

Columns 1 through 7 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 work sheet serial number	Column 1, Form ACP-58 (Adapted).
2. 1939 serial number	Enter when known.
3. Name of 1938 owner <u>1/</u>	Column 3, Form ACP-58 (Adapted).
4. Name of 1939 operator	Enter as soon as available.
5. Tilled acreage	Applicable entry below Sec. V, Form WR-210.
6. Tilled acreage adjusted	Applicable entry below Sec. V, Form WR-210.
7. Maximum farm acreage allotment <u>1/</u>	The entry in columns 9 or 14 of Form ACP-58 (Adapted) or the first column of item 23, Sec. VI, of Form WR-210, whichever is the greatest.

1/ Column heading on each page of the tabulation should be changed as indicated.

All other columns shall be left blank on the tabulation for farms in group 1-B. The acreage entered in column 7 should be checked to make certain that each is less than 5 acres, after which columns 6 and 7 should be summarized and the totals entered in items 6(b) and 2, respectively, page 1 of the tabulation, at the top of Form ACP-84. The number of farms tabulated should be counted and the total for each page entered in column 1 and the total for the county entered on the last page below column 1.

B. TABULATION OF DATA FOR FARMS IN GROUP 1-A

After data for farms in group 1-B have been tabulated, data for all group 1-A farms should be tabulated. Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (1-A). The total county acreage allotment will be furnished by the State office and should be entered in item 1 at the top of Form ACP-84 on the first page of the tabulation. The acreages to be entered on page 1 of the tabulation in items 2 and 6(b) will be obtained from items 2 and 6(b), respectively, page 1 of the tabulation for farms in group 1-B. Enter in item 3 the acreage determined by deducting item 2 from item 1.

Data for farms in group 1-A will be tabulated on Forms ACP-84 in accordance with the following instructions:

Column number and heading	Source of information
1. 1938 work sheet serial number	Column 1, Form ACP-58 (Adapted).
2. 1939 serial number	Enter when known.
3. Name of 1938 owner <u>1/</u>	Column 3, Form ACP-58 (Adapted).
4. Name of 1939 operator	Enter as soon as available.
5. Tilled acreage	Applicable entry below Sec. V, Form WR-210.
6. Tilled acreage adjusted	Applicable entry below Sec. V, Form WR-210.
7. Highest cotton acreage (actual plus diverted)	The entry in columns 9 or 14 of Form ACP-58 (Adapted) or the first column of item 23, Sec. VI, Form WR-210, whichever is the greatest.
15(b). One-half 1937 planted plus diverted acreage	Column 26, Form ACP-58 (Adapted).

1/ Column heading on each page of the tabulation should be changed as indicated.

The number of farms tabulated should be counted and the total for each page entered in column 1 and the total for the county entered on the last page below column 1.

C. INSTRUCTIONS TO COUNTY COMMITTEES FOR DETERMINING THE AMOUNT OF RESERVE TO BE ALLOTTED FARMS IN GROUP 1-A WHICH OTHERWISE WOULD RECEIVE ALLOTMENTS OF 5 TO 15 ACRES.

The Agricultural Adjustment Act of 1938, as amended, provides that not more than 3 per cent of the county allotment (after certain deductions) shall be allotted to farms in group 1-A which otherwise would receive allotments of not more than 15 acres. In order for the county committee to determine the maximum amount of the reserve which may be allotted to these farms, a number of acres equal to five times the number of farms listed in group 1-A shall be deducted from item 3 on the first page of the tabulation for group 1-A farms and the remainder multiplied by .03. The result shall be entered in item 4

on the first page of the tabulation. For example, if item 1 (the total county acreage allotment) is 30,000 acres and item 2 (the total of column 7 for group 1-B farms) is 1,000 acres, item 3 would be 29,000 acres. If there are 2,000 farms listed in group 1-A, the maximum reserve would be 570 acres or 3 per cent of 19,000. (30,000 - 1,000 = 29,000. 29,000 - $\frac{1}{5} \times 2,000$ = 19,000. 19,000 x .03 = 570.)

In recommending a reserve for all 5- to 15-acre farms the county committee should take into consideration the number of these farms as well as the relationship of the planted plus diverted acres to the allotment based on tilled acres for these farms.

As soon as the tabulations for both group 1-A and 1-B farms have been completed they should be transmitted to the State office, together with Forms ACP-58 (Adapted).

D. TABULATION OF DATA FOR FARMS IN GROUP C-2

If a work sheet, supplemental cotton work sheet, and a report of performance were not obtained under the 1938 Agricultural Conservation Program for such farms, such work sheets and a report of performance should be obtained in accordance with instructions contained in applicable bulletins, except that the 1939 intended cotton acreage will be entered in item 23 immediately to the right of the word "Cotton", Sec. VI, Form WR-210. The notation "1939 program - C-2" shall be entered at the top of such forms.

In the case of new farms (that is, farms not operated in 1938 and on which cotton will be planted in 1939 for the first time since 1935) the county committee will determine the tilled acreage and the tilled acreage adjusted for such farms. Such determination shall be based upon the operator's report of the acreage of crops to be planted on such farms in 1939, adjusted by the county committee if necessary. A work sheet, a supplemental cotton work sheet, and a report of performance should be used for this purpose and shall be identified by the expression "New C-2 Farm - 1939" immediately to the left of the State and county code and serial number.

Enter in the spaces provided on each Form ACP-84 the page number, the name of the county and State, and the group symbol (C-2). Forms ACP-84 shall be filled out in accordance with the following instructions:

Column number and heading	Source of information
1. Work sheet serial number	Form WR-210, numbered in sequence in accordance with established procedure.
2. 1939 serial number	Enter when known.

Continued

Column number and heading	Source of information
3. Name of 1939 owner <u>1/</u>	Supplemental cotton work sheet.
4. Name of 1939 operator	Supplemental cotton work sheet.
5. Tilled acreage	Applicable entry below Sec. V, Form WR-210.
6. Tilled acreage adjusted	Applicable entry below Sec. V, Form WR-210.
7. Intended 1939 acreage <u>1/</u>	Item 23, Form WR-210.
8. Adjusted tilled acreage times final factor <u>1/</u>	Final factor (to be furnished by State office).
9(b). Recommended 1939 acreage allotment <u>1/</u>	As recommended by the community committee but not in excess of smaller of column 7 or 8.
10(b). Recommended 1939 acreage allotment <u>1/</u>	As recommended by the county committee but not in excess of smaller of column 7 or 8.

1/ Column heading on each page of the tabulation should be changed as indicated.

In recommending a cotton acreage allotment for farms in group C-2, community and county committees shall take into consideration the land, labor, and equipment available for the production of cotton; crop rotation practices; land adapted to the production of cotton for which an adequate supply of water has been developed and is available for the normal production of cotton in 1939; the soil and other physical factors affecting the production of cotton; and the cotton acreage allotments established for those farms in groups 1-A and 1-B that are similar with respect to the above factors. The committee should determine and recommend an acreage allotment based upon a percentage of the acreage of cotton which it finds the farm is capable of growing in 1939.

The tabulation for farms in group C-2 together with the original copies of the applicable work sheets should be transmitted to the State office as soon as completed.

E. ACREAGE ALLOTMENTS FOR FARMS FOR WHICH COTTON ALLOTMENTS AS ORIGINALLY DETERMINED WERE IN ERROR.

Any error in the 1939 cotton acreage allotment resulting from inaccurate transcribing or computing of data in either the State or county office shall be corrected. Any changes in allotments due to appeals shall be treated as errors except that such cases will be tabulated on a separate Form ACP-84 entitled, "Appeals." Likewise, incompleteness cases (i.e., farms for which required information such as work sheets or cotton supplements was not filed within time limits) shall be treated as errors, except that such cases filed after closing dates shall be tabulated on a separate Form ACP-84, entitled "Incompleteness Cases."

Since accurate measurements of cropland are available from past programs, it will be an exceptional case where there will be any need for a change in allotment because of a revision in the figures relating to tilled acreage or tilled acreage adjusted. Except for appeals and incompleteness cases, such a change will be initiated by the State or county office only in cases where the change would be greater than (1) 5 acres or (2) 10 per cent of the original allotment determined for the farm, whichever is smaller.

If the county office finds that an error has been made in the computation of the 1939 cotton acreage allotment for any farm, the State office shall be promptly notified. In notifying the State office of any error made in the computation of the 1939 cotton acreage allotment for any farm, the county office shall furnish the State office with the serial number of the farm and a full and complete statement regarding any data listed on Form ACP-84 which is believed to be in error. The county office shall also transmit to the State office for such farms the report of performance, work sheet, supplemental cotton work sheet, and any other form on file in the county office which clearly indicates that the data listed on Form ACP-84 were in error.

After the county office has received the corrected allotment from the State office, it shall promptly notify the operator(s) of such farm(s) of the corrected 1939 cotton acreage allotment for their farms. Form WR-309, "Notice of 1939 Cotton Acreage Allotment", shall set forth the corrected cotton acreage allotment and shall indicate that it is a corrected notice. If the cotton planting season has not begun in the county, the forms shall be transmitted to the operator through the mail, together with a letter signed by the chairman of the county committee regarding the correction of the error, and shall inform the operator that the original allotment which he received was erroneous and, therefore, null and void; and further, that the corrected notice being transmitted shows the 1939 cotton acreage allotment for that farm for 1939 under the marketing quota provisions of the Agricultural Adjustment Act of 1938, as amended.

However, if any cotton has been planted on any farm in the county but no cotton has been planted on the particular farm for 1939, the corrected notice of the 1939 cotton acreage allotment, together with the statement to the operator from the county committee, shall be delivered in person by a county or community committeeman to the operator of the farm for which the 1939 cotton acreage allotment has been corrected. A dated receipt for such notice shall be taken and placed on file. If any cotton has been planted on the farm for 1939 and the corrected 1939 cotton acreage allotment is less than the acreage allotment contained on the original notice received by the operator, the acreage planted at the time the corrected notice is delivered shall be promptly measured and a report made to the county committee in writing setting forth the pertinent facts, which report shall be accompanied by the above-mentioned receipt.

F. COTTON ACREAGE ALLOTMENTS FOR RECONSTITUTED FARMS

It may be desirable for county offices to give publicity regarding farms subdivided or combined after the original allotments were determined. When the county office has been notified that the farm for which the 1939 cotton acreage allotment was originally determined is to be reconstituted for the 1939 crop year, it will be necessary for a committeeman to visit the farm or for the operator to come to the county office in order that such additional information as may be necessary in redetermining the allotment may be obtained. Before any attempt is made to subdivide or to combine the information to be used in redetermining the cotton acreage allotment, the county committee must determine that the separate units, in the case of a subdivision, or the combined unit, in the case of a combination, constitute a farm in accordance with Section 1. It will not be permissible in any case for cotton acreage allotments to be redetermined irrespective of any reconstitution after any cotton has been planted on the farm for which the cotton acreage allotment was originally determined.

Upon receipt of the redetermined allotments from the State office, the operator(s) of the affected farm(s) shall be notified of such allotments, in accordance with the provisions of sub-section E relating to notice of corrected allotments.

The county office shall prepare supplementary Forms ACP-84, and list thereon all data, as provided below, for farms which are reconstituted for the 1939 crop year after the 1939 cotton acreage allotments were originally determined. The name of the county and State shall be entered in the applicable spaces at the top of the listing sheet. In the space headed "Group" should be entered the word "Subdivision" or "Combination", as the case may be.

(1) Subdivisions - For farms which have been subdivided into two or more farms since the 1939 cotton acreage allotments were originally determined, the 1939 cotton acreage allotment(s) shall be redetermined as follows:

A block of five lines (or more if necessary) on Form ACP-84 shall be used for each farm which is subdivided into two or more farms after the 1939 cotton acreage allotment was determined. On the first line in the block enter the applicable data from columns 1 through 16, inclusive, as shown on the original tabulation on Form ACP-84 for the farm for which the 1939 cotton acreage allotment was originally determined. From the operator (or the owner) of the farm for which the 1939 cotton acreage allotment was originally computed, obtain for each subdivided unit (1) the names of the 1939 operators; (2) the tilled acreage; (3) the tilled acreage adjusted; and (4) the highest cotton acreage.

The information mentioned above shall be entered in the applicable columns immediately following the listing of data for the farm for which the 1939 allotment was originally computed, on the sheet for subdivisions, Form ACP-84. The tilled acreage to be entered for each subdivided unit shall be that acreage of the original farm which is situated on each subdivided unit. The tilled acreage adjusted and the acreage planted to cotton in 1936, 1937, and 1938 on the original farm shall be divided proportionately among the farms resulting from the subdivision on the basis of the tilled acreage in each subdivision as compared with the total tilled acreage on all subdivisions. The county office must enter in column 2 a serial number for each subdivided unit and in column 4 the name(s) of the 1939 operators.

(2) Combinations - For tracts of land which are to be combined as one farm for the 1939 crop year after 1939 cotton acreage allotments were originally determined, another series of Forms ACP-84 shall be used. In a block of five lines (or more if necessary) on Form ACP-84 enter from the original Form ACP-84 on which the 1939 allotments were originally computed the applicable data for columns 1, 3, and 5 through 16. The tilled acreage, tilled acreage adjusted, and the acreage planted to cotton during each year shall be the sum of the respective acreage on all tracts making up the combination. The county office shall also determine the 1939 serial number to be used for the combined farm as well as the name of the 1939 operator and enter such data in the applicable columns 2 and 4.

(3) Transmittal of subdivisions and combinations to State Offices - When farms in the county which are to be subdivided or combined have been listed in accordance with the above instructions on Form ACP-84 such forms must be transmitted to the State office so that 1939 cotton acreage allotments for the farms represented thereon may be redetermined for the reconstituted farms in 1939.

G. RELEASE AND REAPPORTIONMENT OF FROZEN ACRES

The Act of Congress approved March 13, 1939, amends that part of Section 344(h) of the Agricultural Adjustment Act of 1938 dealing with the release and reappportionment of unused cotton acreage allotments. That part of the acreage allotted to individual farms in the county which the county committee determines in accordance with these instructions

will not be planted to cotton in 1939 (such part is referred to herein as "frozen acres") may be deducted from the allotments to such farms and may be reapportioned to other farms in accordance with these instructions, preference being given, in making the reapportionment, to farms in the county in which such acres are released. The county committee shall designate the farms within the county to which the frozen acres shall be reapportioned, basing such designation upon the character, adaptability of the soil and other physical facilities affecting the production of cotton, and the need of the operator for an additional allotment to meet the requirements of the families engaging in the production of cotton on the farm in 1939. Any such transfer of allotment shall not affect apportionment for any subsequent year. Any such transfer of allotment, except for the purpose of providing a producer who has successfully appealed from a determination of the county committee with an additional or corrected allotment or for the purpose of correcting errors, shall not be made after May 1, 1939.

(1) Release of frozen acres - In counties where the county committee finds that it is justified in reapportioning frozen acres, it will be necessary to obtain a full report from farms in the county on which frozen acres will likely be released, including the number of acres to be released by each such farm. Form WR-320, "Release of 1939 Frozen Cotton Acres", shall be used for this purpose and shall show (i) the State, county, and farm identification number, (ii) the 1939 cotton acreage allotment as originally established for the farm, (iii) the 1939 planted cotton acreage or the number of acres which the producers intend to plant to cotton on the farm in 1939, (iv) the statement of the number of acres released and the final cotton acreage allotment for the farm of the releasing producer, (v) the signature, date of signature, and address of the operator, and (vi) a witness to the signature of the operator.

As forms WR-320 are received in the county office, the name of the operator, identification number of the farm, and the 1939 cotton acreage allotment as originally established for the farm shall be verified by checking against appropriate entries on Form ACP-84. If any item on Form WR-320 is found to be in error, the form shall be returned to the operator for correction and re-execution.

A county summary of forms WR-320 for farms releasing frozen acres shall be prepared on a columnar listing sheet in accordance with the following:

Frozen Acres - Tabulation I

Column number and heading	Source of information
1. 1938 serial number	Column 1, Form ACP-84
2. 1939 serial number	Column 2, Form ACP-84
3. 1939 operator	Column 4, Form ACP-84
4. 1939 cotton allotment	Column 16, Form ACP-84
5. Intended acreage reported by operator	Item 2, Form WR-320
6. Estimated planted acreage	Adjusted by county committee
7. Acreage available for release	Column 4 minus column 6
8. Acreage available for release as reported by operator	Item 3, Form WR-320
9. Acreage released	The smaller of column 7 or 8
10. Revised 1939 allotment	Column 4 minus column 9

For those farms for which column 6 exceeds column 4, enter a zero in column 7 and do not make any entries in columns 8, 9 and 10. The operator of each such farm shall be notified in writing that the cotton acreage allotment for his farm remains unchanged. If the acreage that will be planted to cotton on the farm in 1939 is not definitely known, it will be necessary to use the acreage intended to be planted as a basis for determining the 1939 planted cotton acreage on the farm. The county committee should adjust the intended cotton acreage or the planted cotton acreage so as to allow a safe margin for a possible error in judgment in reporting such acreage.

The sum of the entries in column 9 will be the total frozen acres released in the county.

The county committee should notify the State committee as soon as possible of the number of frozen acres released in the county that will not be required in making reapportionments in such county, in order that the State committee may apportion the excess to other counties. Likewise, if the number of frozen acres released is not sufficient for making reapportionments, the county committee should request the State committee for such additional frozen acres from other counties as will be sufficient to make the necessary and desired reapportionments.

(2) Reapportionment of frozen acres - The frozen acres available for reapportionment in the county shall include the smaller of (1) the acreage released in the county, or (2) 100 acres plus 50 percent of the result obtained by subtracting 100 from the total frozen acres released in the county, and any part of the State reserve of frozen acres apportioned to the county.

(i) Eligible Farms - Each farm (including Group C-2 farms) will be eligible to receive an additional allotment from the frozen acres released except (a) all farms included in Tabulation I, and (b) all farms having an allotment equal to or in excess of 40 percent of the tilled acreage in the farm (i.e., having an entry in column 16 equal to or in excess of the entry in column 14 of Form ACP-84). The ineligible farms shall be identified by inserting a check mark (✓) immediately to the right of the entry in column 16, Form ACP-84.

(ii) Reapportionment to eligible farms - The county committee, in reapportioning the available acreage to eligible farms, shall first set aside sufficient acreage for making corrections under Sections 8 and 9. In reapportioning the remainder of the frozen acres, if any, the county committee shall consider the factors mentioned in the first paragraph of Section 10. In most cases, the entry in column 7, Form ACP-84, is a fairly good index of the farm's adaptability for the production of cotton. Each farm for which the entry in column 16, Form ACP-84, equals the entry in column 15(b), Form ACP-84, should receive first consideration. Each farm for which the entry in column 16, Form ACP-84, slightly exceeds the entry in column 15(b), Form ACP-84, should receive next consideration, etc.

Enter the additional acreage reapportioned to eligible farms on the appropriate line of column 17, Form ACP-84.

For those farms receiving an increased acreage allotment, enter in column 18, Form ACP-84, the smaller of (1) the entry in column 16, Form ACP-84, plus the entry in column 17, Form ACP-84, or (2) the entry in column 14, Form ACP-84.

For those farms on which the allotment will be decreased as a result of releasing acreage, enter in column 18 the revised cotton acreage allotment, to be taken from column 10, Tabulation I.

A new form WR-309, "Notice of 1939 Cotton Acreage Allotment", shall be executed for each farm with an entry in column 18 differing from the entry in column 16 and shall be mailed to the operator after such entries have been approved by the State committee. Such notice shall contain whichever of the following statements is applicable: (1) "Allotment reduced for 1939 due to release of frozen acres", (2) "allotment increased for 1939 due to reapportionment of frozen acres."

(3) TRANSMITTAL TO STATE OFFICE - Forms ACP-84, together with Tabulation I and forms WR-320, shall be transmitted to the State office for approval.

Sec. 6. State office procedure for checking Forms ACP-84 and for determining final cotton acreage allotments. When the listing sheets, Forms ACP-84 and ACP-58 (Adapted), are received in the State office, all the basic data necessary for determining 1938 cotton acreage allotments will have been entered on the listing sheets. Form ACP-84 shall be checked in the State office, and in the event an error is found the

incorrect entry should be deleted (but not erased) and the correct entry inserted with a red pencil.

The State office shall determine that all data on Form ACP-84 have been entered correctly from Form ACP-58 (Adapted) and that the maximum reserve for 5- to 15-acre farms has been determined correctly. The persons who review the Forms ACP-84 to determine that the data entered thereon in the county office are correct should sign and enter the date of signature on each Form ACP-84 in the spaces provided in the upper right corner. All other summarizations and computations in connection with the 1939 cotton acreage allotments (except for county office entries with respect to 5- to 15-acre farms) shall be made in and checked by the State office. The persons making the computations and the persons checking the computations should sign and enter the date of signature on each Form ACP-84 in the respective spaces provided in the upper right corner.

After allotments for both groups 1-A and 1-B farms have been finally determined, Forms ACP-84 for such farms should be returned to the respective counties and the county committees instructed to notify the operators of their 1939 cotton acreage allotments after they have indicated their approval of such allotments by entering their signatures and the date in the appropriate space on each page of the tabulation.

A. ALLOTMENTS FOR GROUP 1-B FARMS

The State office shall determine that each acreage in column 7 is less than 5.0 acres and shall also determine that the totals of columns 6 and 7 are correct and that items 2 and 6(b) are correct. The entry in column 7 will be the final cotton acreage allotment for each farm in group 1-B.

B. ALLOTMENTS FOR GROUP 1-A FARMS

After county office entries on Form ACP-84 have been checked, columns 5, 6, 7, and 15(b) should be summarized and the total of column 6 should be entered on the first page of the tabulation in item 6(a) at the top of Form ACP-84. The entries in items 2 and 6(b) should be checked with the entries in these items on the first page of the tabulation for farms in group 1-B. Item 3 should then be checked by subtracting item 2 from item 1. Item 4 should be checked by multiplying by .03 the amount of item 3 after deducting an acreage determined by multiplying 5.0 acres by the number of farms in group 1-A. Enter in item 7 the sum of items 6(a) and 6(b).

(1) Determination of the first factor.

The reserve recommended by the county committee for 5- to 15-acre farms (item 5) plus the allotment to farms in group 1-B (item 2) shall be subtracted from the county allotment (item 1) and the result divided by the tilled acreage adjusted for group 1-A farms (item 6(a)). The decimal fraction (first factor) resulting shall be carried at least four places beyond the decimal point and entered in item 9 on the first page of the tabulation.

(2) Determining the first indicated allotment for farms in group 1-A.

The first factor (item 9) shall be entered in the heading of column 8 and shall be applied to the tilled acreage adjusted, column 6, for each farm in group 1-A and the result entered in column 8. The first factor shall also be applied to each page total of column 6 and the result entered in the box below column 8 on that page. The page total of column 8 shall be compared with the entry in the box below column 8 and if the difference between these two entries is more than 2 or 3 acres the computation of the entries in column 8 and the page total of column 8 should be rechecked.

(3) Classification of allotments in columns 9(b) and 10(b).

There will be only one acreage entered in each line in columns 9(b) and 10(b). For example, if an acreage is entered in line 2, column 9(b), no entry will be made in column 10(b) in that line. The entry in column 7 in each line shall be compared with the entry in column 8 in that line and one of these entries (or 5.0) transferred to either column 9(b) or 10(b) in accordance with the following instructions:

Column number and heading	Source of information
9(b). 5-acre minimum and limited by planted plus diverted acreage.	If the entry in column 8 is less than 5.0, enter 5.0 in column 9(b). If the entry in column 7 is smaller than the entry in column 8, transfer the entry in column 7 to column 9(b). For example, if the entry in column 7 is 12.0 and the entry in column 8 is 14.0, enter 12.0 in column 9(b).
10(b). Limited by tilled acreage.	If the entry in column 8 is smaller than the entry in column 7 (but not less than 5.0 acres), transfer the entry in column 8 to column 10(b). For example, if the entry in column 8 is 22.0 and the entry in column 7 is 39.0, enter 22.0 in column 10(b).

Columns 8 through 10 should be summarized and the page totals entered in the spaces provided. A county summary should be made of each of the columns 5 through 10 by entering the totals of every page on a Form ACP-84 with the words "County Summary" entered in the space provided for the group symbol. The page numbers should be entered in column 1 and the number of farms listed on each page entered in column 2.

(4) Determination of preliminary second factor.

It will be necessary for the State office to compute a preliminary second factor for each county. The preliminary second factor shall be determined as follows: The total of column 10(b) shall be divided by the factor entered in the heading of column 8 and the result (tilled acreage adjusted for farms for which there is an entry in column 10 (b) thus obtained divided into item 3 minus the sum of (a) the reserve recommended by the county committee for 5- to 15-acre farms (item 5), and (b) the total of column 9(b).

$$\frac{\text{Item 3} - [\text{Item 5} + \text{total column 9(b)}]}{\text{Total column 10(b)}} = \text{Preliminary second factor.}$$

First factor

The resulting decimal fraction (preliminary second factor) should be carried at least four places beyond the decimal point and should be entered in item 10.

(5) Determination of final second factor.

It will be necessary to determine a final second factor if the preliminary second factor exceeds 100.5 percent of the first factor. A final second factor shall be determined through the trial and error method which factor when applied in accordance with paragraph (6) of this subsection B will cause the total of column 11 plus item 5 (adjusted if necessary) to equal item 3.

(6) Application of final second factor.

If there is an entry in column 10(b), the factor entered in the heading of column 11 should be applied to the entry in column 6 in that line and the result or the entry in column 7, whichever is smaller, (but not less than 5.0 acres) entered in column 11. For all other lines transfer the entry in column 9(b) to column 11. In all cases, the total of column 11 plus item 5 (adjusted if necessary) must equal item 3.

If it is not necessary to apply a second factor, the farm acreage allotments indicated by the first factor will be shown in column 9(b) and 10(b), in which case the respective entries should be transferred to column 12. The total of column 12 must equal the total of columns 9(b) and 10(b).

(7) County committee upward adjustment of farms which otherwise would receive allotments of 5 to 15 acres and of farms receiving indicated allotments of 15 acres or more.

After the indicated acreage allotments for all farms have been entered in column 11 or column 12 of Form ACP-84 the State office shall return the tabulation for group 1-A farms to the county office so that the county committee may distribute the reserve for 5- to 15-acre farms and the reserve, if any, for farms with indicated allotments of 15 acres or more. The State office shall instruct the county committee as follows:

(a) 5 to 15-acre reserve.

Each farm for which the entry in column 11 or column 12 is less than 15 acres is eligible to receive an additional allotment from the 5- to 15-acre reserve but the total allotment for any such farm cannot exceed the entry in column 7, or 15 acres, whichever is smaller. In making these additional allotments the county committee should enter in column 13 (a) that part of the reserve which is to be added to the farm acreage allotment. The total of the uncircled entries in column 13(a) should be obtained and if it is equal to or slightly less than the approved reserve, the county office will enter in column 13(b) the sum of the entries in column 11 or column 12 and the entry in column 13(a).

(b) Reserve for farms with indicated allotments of 15 acres or more and Group 1-A farms in counties for which the reserve for 5- to 15-acre farms is inadequate.

If the county has received an additional allotment from the 4 percent State reserve, each farm with an entry in column 11 or column 12 of 15 acres or more and farms receiving indicated allotments of 5 to 15 acres in counties in which the 5 to 15-acre reserve is inadequate is eligible to receive an additional allotment but the total allotment for any such farm cannot exceed the entry in column 7 or the entry in column 14 (or 15 acres for farms receiving indicated allotments of less than 15 acres), whichever is smaller. In making these additional allotments the county committee should enter in column 13(a) that part of the reserve which is to be added to the indicated farm acreage allotment. Such entry should be circled. Increases should be made only to farms receiving allotments which are inadequate and not representative in view of past production of cotton on the farm.

The total of the circled entries in column 13(a) should be obtained, and if it is equal to or slightly less than the reserve for such farms the county office will enter in column 13(b) the sum of the entries in column 11 or column 12 and the entry in column 13(a).

The county office should then return the tabulations to the State office for final determination of cotton acreage allotments for farms in group 1-A.

(8) Determination of 50 percent minimum acreage allotments.

Upon receipt of the tabulation from the county office, after the 5- to 15-acre reserve has been distributed, the State office will execute column 14 as indicated by the heading. The State office will then enter in column 16 the final farm acreage allotment, which will be the larger of

(a) the entry in column 13(b) 1/, or

(b) the entry in column 15(b) but not in excess of the entry in column 14.

Page totals for all columns should then be obtained and entered on the county summary in order that the total acreage allotments may be properly accounted for.

(9) Allocation of 4 percent State reserve to counties by the State committee.

One-half of the 4 percent State reserve, after a reserve for the correction of errors and appeals has been deducted therefrom, may be apportioned to counties in amounts determined by the State committee to be fair and equitable. This additional allotment may be apportioned (1) to farms receiving indicated allotments of 15 acres or more, but may not serve to increase a farm's cotton acreage allotment above the entry in column 7 or column 14, Form ACP-84, whichever is smaller, and (2) to farms receiving indicated allotments of 5 to 15 acres in counties in which the reserve for such farms is inadequate, provided that such additional acreage may not serve to increase the farm's cotton acreage allotment above 15 acres, above the entry in column 7 of ACP-84, or above the entry in column 14 of Form ACP-84, whichever is the smallest. Additional allotments to individual farms should be made only to farms for which the indicated allotment represents an acreage substantially less than that which is considered to be adequate as compared to the usual acreage on the farm.

C. DETERMINATION OF ALLOTMENTS
FOR FARMS IN GROUP C-2

The State office shall enter in column 8, Form ACP-84, the result obtained by multiplying the entry in column 6 by the final factor used in determining allotments for group 1-A farms. Column 16 will be used to enter the indicated farm cotton acreage allotments of less than 5.0 acres and column 17 will be used to enter indicated allotments of 5.0 acres or more.

The entries in column 8 shall be checked and columns 16 and 17 shall be filled out in accordance with the following instructions:

1/ The allotment under this item (a) is not limited by column 14.

Column number and heading 1/	Source of information
16. Indicated 1939 farm acreage allotments of less than 5.0 acres.	If the entry in column 10(b) is less than 5.0 acres, transfer such entry to column 16.
17. Indicated 1939 farm acreage allotment of 5.0 acres or more.	For farms for which an entry is not made in column 16, transfer the entry in column 8 or 10(b), whichever is smaller, but not less than 5 acres.

1/ Column headings on each page of the tabulation should be changed as indicated.

Data for all columns should be summarized by counties for all group C-2 farms in the State before any allotments for such farms are released to counties. The State committee should review the county totals of the indicated allotments as well as the data for individual farms. If it is found that the county committee recommendations in any county have not been made on an equitable basis, as compared with county committee recommendations in other counties, such committee should be instructed to review its recommendations of acreage allotments for group C-2 farms. After all corrections, if any, have been made a State summary should be prepared by crop reporting districts. The total of column 16 shall be added to the total of column 17 for all group C-2 farms and the result compared with the State reserve for new growers. If such sum is equal to or less than the State reserve for group C-2 farms, Forms ACP-84 for such farms may be returned to the respective counties and the county committees instructed to notify the operators of their 1939 cotton acreage allotments as shown in column 16 or column 17, whichever is applicable, after they have indicated their approval of such allotments by entering their signatures and the date in the appropriate space on each page of the tabulation.

If the total of column 16 plus the total of column 17 for the State exceeds the State reserve for group C-2 cotton farms, it will be necessary to adjust the acreage shown in column 16 and 17 to eliminate the excess. Such adjustments shall be made as follows:

On the State summary of Forms ACP-84 for group C-2 farms enter as item 1 the State reserve for such farms. As item 2 enter the State total of column 16. As item 3 enter the result of item 1 minus item 2. As item 4 enter the acreage derived by multiplying the number of farms for which an entry is shown in column 17 by 5.0 acres. As item 5 enter the result of item 3 minus item 4. In the space to the right of item 1 enter the State total of columns 16 and 17; and to the right of item 3 enter the State total of column 17. Allotments shall then be adjusted in accordance with (1) or (2) below, whichever is applicable.

(1) Procedure for States where item 4 is greater than item 3.

If item 4 is greater than item 3, the sum of item 2 plus item 4 should be divided into item 1 (State reserve for group C-2 farms). The resulting ratio should be carried at least three places beyond the decimal point and entered at the top of the listing sheet under the word "Group", and designated as "State Group C-2 Ratio." Such ratio should then be multiplied by the entries in column 16 and the resulting products entered in column 18 on the respective lines. For all other group C-2 farms, enter in column 18 the result obtained by multiplying such ratio by 5.0. The entries in column 18 should then be summarized. The total of column 18 should not exceed the State reserve for new growers as shown in item 1. If the State reserve is not exceeded, the entries in column 18 will be the final acreage allotments for group C-2 farms and the tabulation may be returned to the county office and the county committees instructed to notify the operator of their 1939 cotton acreage allotment as shown in column 18 after they have indicated their approval of such allotments by entering their signature and the date in the appropriate space on each page of the tabulation.

(2) Procedure for States where item 4 is less than item 3.

If item 4 is less than item 3, subtract the State total of column 17 from item 3 and enter the remainder to the right of item 5. Divide item 5 by the entry to the right of such item. The resulting ratio should be carried at least four places beyond the decimal point and entered at the top of the listing sheet under the word "Group" and designated as "State Group C-2 Ratio." Such ratio should then be multiplied by that

part of each entry in column 17 that is in excess of 5.0 acres and to the resulting products add 5.0 and enter in column 18 on the respective line.

The entries in column 16 shall be transferred to column 18, and the total of the adjusted acreage allotments, as entered in column 18, must not exceed item 1. The tabulation may then be returned to the county office and the county committee instructed to notify the operators of their 1939 cotton acreage allotments as shown in column 18 after they have indicated their approval of such allotments by entering their signatures and the date in the appropriate space on each page of the tabulation.

As soon as performance has been checked on each group C-2 farm the 1939 measured acreage of cotton shall be compared with the acreage allotment for the farm and, if the measured acreage is less than the allotment, the allotment shall be reduced to the measured acreage. Column 18, Form ACR-84, shall be headed "Preliminary Acreage Allotment" and column 19, Form ACP-84, shall be headed "Final Farm Acreage Allotment." The final farm acreage allotments for group C-2 farms shall be entered in column 19 and shall be the smaller of (1) the acreage allotment in column 18, Form ACR-84, or (2) the 1939 measured acreage as shown on the 1939 Performance Report, Form WR-310.

**D. CORRECTING ERRORS IN ORIGINAL
ALLOTMENTS**

When the State office receives information from the county office

in accordance with Section 5 E that the 1939 cotton acreage allotment originally determined for any farm was in error, the State office shall promptly review all the data entering into the computation of such allotment. If the State office finds that such allotment was erroneously computed, the 1939 cotton acreage allotment for the farm shall be redetermined.

In redetermining cotton acreage allotments for any farm for which the original allotment was erroneously computed, such farm shall be classified in the proper group (1-A, 1-B, or C-2) on a blank Form ACP-84 entitled "Correction Supplement", in accordance with the regular procedure. A notation, referring to the "Correction Supplement", shall be made on the original Form ACP-84 tabulation. A block of two lines, or more if necessary, shall be used for each farm for which the 1939 cotton acreage allotment as originally computed was in error. The data as shown on the original Form ACP-84 shall be transferred (using a red pencil) to the first line of the block for that farm on the "Correction Supplement." The revised data for the farm shall be entered (using a black pencil) on the second line of the block for that farm and, when the State office has determined that such data are accurate, shall be used in redetermining the 1939 cotton acreage allotment for the farm. When such allotment has been correctly computed, the State office shall notify the county office as to the amount of the correct allotment. The county office shall then notify the producer in accordance with the instructions in Section 5 E.

The State office shall keep an accurate record of the net total or difference between the red and black figures on the "Correction Supplement" for all farms in the county for which the 1939 cotton acreage allotments are corrected. Such net total or difference should be obtained for each page, first by summarizing the page totals of the data listed (using a black pencil) and second by summarizing the page totals listed (using a red pencil), then obtaining the difference between the page totals of the figures shown in black and shown in red. If the total shown in red for any column is in excess of the total shown in black for that column, the net total or difference for the column should be shown in red. If the total of the black figures for any column is in excess of the total of the red figures for that column, the net total or difference should be shown in black.

The State office shall keep an accurate record for each county of the net total or difference for each column of the Form ACP-84 "Correction Supplement". Summaries for each county of such net totals, including the number of farms, shall be transmitted to the Washington office at the end of each month. The acreage originally allotted to these farms shall be used in redetermining the 1939 allotment for such farms in the county. Any change in the acreage allotments resulting from the correction of errors will be added to or deducted from the

State reserve for this purpose.

E. DETERMINING ALLOTMENTS FOR RECONSTITUTED FARMS

(1) Subdivisions - The State office shall verify the tabulation of the original data for the farm for which the 1939 cotton acreage allotment was originally computed as well as the subdivision of the data in columns 5, 6, and 7. The cotton acreage allotments for the subdivided units will then be redetermined in accordance with the foregoing instructions.

(2) Combinations - The State office shall verify the tabulation of the original data on Forms ACP-84 for the farms which are to be combined and determine the totals of the data tabulated in columns 5, 6, 7, 14 and 15 for such farms. On the basis of the combined data the 1939 cotton acreage allotment to be entered in column 16 shall be redetermined in accordance with the foregoing instructions.

(3) Miscellaneous - The State office shall keep an accurate record currently for each county of the original allotments and the redetermined allotments for farms which are reconstituted in 1939. The acreage originally allotted to these farms shall be used in redetermining the 1939 allotments for such farms in the county. Any change in acreage allotments resulting from redetermination of allotments will be added to or deducted from the State reserve for incompleteness and errors.

F. ACCOUNTING FOR ALL ALLOTMENTS

The State office should keep an accurate record of the county totals of all data in connection with farm cotton acreage allotments. Such data should be entered on the County Cotton Summary Sheet, Form WR-304, and County Cotton Analysis, Form WR-305, should be executed for group 1-A and group 1-B farms for each county and transmitted to the Washington office as soon as farm allotments are finally approved by the State office. The State office shall also keep a tabulation (Tabulation A) by crop reporting districts, of items 18 through 25, Section VI of Form WR-305.

Form WR-307, summary sheet for group C-2 farms, should be executed and transmitted to the Washington office as soon as allotments are approved for group C-2 farms.

G. RELEASE AND REAPPORTIONMENT OF FROZEN COTTON ACRES

Upon receipt of Forms ACP-84, Tabulation I, and Form WR-320 as provided in Section 10 C of WRC-39-3d, the State office shall determine that such forms and the tabulation were executed by the county office in accordance with Section 10 of WRC-39-3d. Errors shall be corrected by lining out incorrect entries and inserting the correct entry with a

red pencil immediately above the incorrect entry (which must remain legible) or by returning the forms to the county office for correction.

The State committee shall, if necessary, use surplus frozen acres released to it to supplement the State reserve originally determined for correcting errors and reconstituted farms. The State committee shall apportion the remaining portion, if any, of the surplus frozen acres so released among one or more counties in whatever manner it deems to be fair and equitable.

The State committee shall keep an accurate and separate record of all releases, reapportionments, and reserves of frozen acres.

Soc. 7. Inapplicability of paragraphs (1) and (2) of section 344(g).

A. In all counties in the Western Region the county cotton acreage allotments are adequate to permit the establishment of the minimum cotton acreage allotments for individual farms as provided for in sub-paragraphs (A) and (B) of paragraph (1) of Section 344(d) of the Agricultural Adjustment Act of 1938, and therefore the provisions of paragraph (1) of Section 344(g) of the Act are not applicable in the Western Region.

B. In all counties in the Western Region county cotton acreage allotments for farms other than those provided for in sub-paragraphs (A) and (B) of paragraph (1) of Section 344(d) of the Act will be adequate and representative notwithstanding the minimum allotments required in such sub-paragraphs, and therefore the provisions of paragraph (2) of Section 344(g) of the Act are not applicable in the Western Region.

Soc. 8. Determination of normal yields.

A. The county committee with the assistance of the community committees shall determine the normal yield for cotton for each farm for which a 1939 cotton acreage allotment is established. The yield will be determined for the farm as constituted in 1938 except that if the farm is reconstituted for 1939 and the cotton acreage allotment is redetermined, the yield will be determined for the farm as reconstituted.

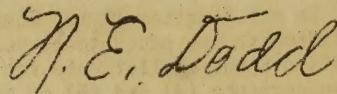
B. The normal cotton yield shall be the actual average yield of cotton per acre for the five years, 1934-1938, inclusive, adjusted for abnormal weather conditions if reliable records of the actual yield for each year are presented by the farmer, or are available to the committee.

C. If, for any year of such five-year period, the records of the actual yield are not available, or there was no actual yield because cotton was not planted on the farm in such year, the normal yield

for the farm shall be the yield which the county committee with the assistance of community committees determines to be the yield which was or could reasonably have been expected on the farm for such five-year period on the basis of all available facts including the yield customarily made on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land.

D. The normal yields determined under subsection C shall be adjusted so that the weighted average of the yields determined for all farms in the county shall not exceed the normal yield established for the county.

Issued with the approval of the Administrator this 3rd day of May, 1939



N. E. Dodd
Director, Western Division.